

Name: _____

2024 Poll Worker Training Manual

You MUST bring this manual with you on Election Day

<u>Presidential Primary:</u>	<u>Tuesday, April 2nd, 2024</u> (5 am-10 pm)
Early Voting:	March 23 rd -30 th (various times and locations)
<u>Local Primary:</u>	<u>Tuesday, June 25th, 2024</u> (5 am-10 pm)
Early Voting:	June 15 th -23 rd (various times and locations)
<u>General Election:</u>	<u>Tuesday, November 5th, 2024</u> (5 am-10 pm)
Early Voting:	Oct. 26 th -Nov. 3 rd (various times and locations)

PHONE NUMBERS FOR ELECTION DAY ISSUES

(For Election Day Use Only)

Poll Worker Helpline	(585) 753-1599
Voter Assistance Helpline	(585) 753-1550
Voting Machine Helpline	(585) 753-1590
Missing or Additional Supplies Helpline	(585) 753-1595
Spanish Interpreting Helpline	(585) 753-1592
Poll Pad and Address Issues Helpline	(585) 753-1591

LISA POLITO NICOLAY
Commissioner

PETER ELDER
Deputy



JACKIE ORTIZ
Commissioner

NATALIE SHEPPARD
Deputy

Monroe County Board of Elections
<https://www.monroecounty.gov/elections-inspectors>

For questions or concerns PRIOR TO ELECTION DAY contact the Training Team

BOETraining@monroecounty.gov

REPUBLICAN CONTACTS

Office Number: (585) 753-1558

Diane Gibson (Supervisor)
DianeGibson@monroecounty.gov

Paul Wagner
PWagner@monroecounty.gov

Brody Smith
BrodySmith@monroecounty.gov

DEMOCRAT CONTACTS

Office Number: (585) 753-1571

Carla Williams (Supervisor)
CarlaWilliams@monroecounty.gov

Emily Brzac
EmilyBrzac@monroecounty.gov

Nick Gonzalez
NicholasGonzalez@monroecounty.gov

Message from the Commissioners

Dear Poll Worker,

We would like to express our sincere appreciation for your commitment and dedication to the electoral process. As a Poll Worker, you play an essential role in ensuring that citizens can exercise their right to vote and we value the effort you put into making elections successful.

We understand that being a Poll Worker can be challenging, with long hours, attention to detail, and interaction with a diverse group of voters. We appreciate your hard work and believe that proper preparation is crucial for a successful Election Day.

In addition to our training classes, we have developed a comprehensive manual that provides step-by-step instructions on how to operate the polls, process voters, answer questions, and understand voter rights and responsibilities. We are confident that this training will equip you to be an effective and efficient Poll Worker.

We hope that Election Day will be a positive and fulfilling experience for you. Your service to the community is commendable and we thank you for representing us and the entire Monroe County Board of Elections.

Lisa Polito Nicolay
Republican Commissioner

Jackie Ortiz
Democratic Commissioner

Helpline Uses:

Poll Worker Helpline- Dial this number if you are having personnel/attendance/polling site issues and/or require further instructions for the emergency ballot process.

Voter Assistance Helpline- Dial this number if you need assistance with voter lookup.

Voting Machine Helpline- Dial this number if you are experiencing any issues with the voting machine.

Missing or Additional Supplies- Dial this number only if your Coordinator does not have what you need on hand.

Spanish Interpreting Helpline- Dial this number if you do not have a Bilingual Inspector or your LAD is not working.

Poll Pad and Address Issues Helpline- Dial this number if you are experiencing connectivity issues, syncing issues, or cannot find a voter's address in the ED Finder.

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Poll Worker Pay

Poll Workers will be paid for all designated work hours for any election days they work

Poll Workers are paid for the entire time the polls are open (plus 1 hour for set up and 1 hour for closing the polls), even if you get the poll site closed quickly and leave prior to 10:00 pm, or if you have to stay late to complete closing. One hour is plenty of time to close if you follow your manual, watch the videos, and/or use other resources. Call your Coordinator or the Board of Elections for help if you are having problems.

Election Inspector:	\$16 per hour
Bilingual Inspector (Spanish Interpreter):	\$17 per hour
Site Chair:	\$18 per hour
Additional pay for each <i>required</i> training:	\$25 per training

The Board of Elections is working with Accupay Systems to execute payment for all Poll Workers. Payment will come directly from Accupay, not from the city or town where you worked. All Poll Workers must create an account to receive payment for working Early Voting or Election Day.

You will only need to sign up for Accupay ONCE, so if you signed up in a previous year you will not have to do so again (unless you need to change your payment information).

If you have not already created an Accupay account, please do so by going to: <https://accupaysystems.com/election-workers/>
(Or you can scan the QR code to the right)



Poll Workers MUST sign in to the Poll Pad in order to be paid.

ALLOW 4-6 WEEKS AFTER ELECTION DAY FOR PAYCHECKS TO ARRIVE OR BE DEPOSITED

(Any changes or updates to pay status will be communicated via email.)

If you have any questions regarding pay or the status of your check please refer to the Board of Elections Finance Department: BOEPayroll@monroecounty.gov
(Please understand the Training Department does not have answers to payroll questions)

Poll Workers – FICA (Social Security & Medicare Taxes)

In 2024, inspectors earning over \$2,300.00 in gross income from their work with the Board of Elections will be subject to FICA taxes. These taxes will be applicable only after their earnings exceed the \$2,300.00 threshold. Importantly, the tax calculation will be retroactively applied to the entire amount once this threshold is reached. For any inquiries related to income tax or filing, please consult your Tax Preparer Specialist.

Early Voting

Early Voting Dates:

Saturday March 23rd- Saturday March 30th, 2024

Saturday June 15th – Sunday June 23rd, 2024

Saturday October 26th – Sunday November 3rd, 2024

Early Voting is held as an opportunity for voters to vote in person prior to Election Day. Voters can visit any of the Early Voting sites in Monroe County to cast their vote during Early Voting.

Early Voting Hours and Locations:

Early Voting hours and locations are subject to change for each election. Please check the Board of Elections website for the most up-to-date information.

- **You must work on Election Day in order to be considered for an Early Voting assignment.**
- Early Voting assignments are given on a first come first serve basis after completing annual training.
- Due to high demand for Early Voting shifts, we cannot guarantee anyone an Early Voting assignment until you have successfully completed training.
- If you are working during Early Voting, please consult the Early Voting Manual for information on additional procedures due to slight differences from Election Day.

Poll Worker Qualifications and Responsibilities

A qualified Poll Worker must:

- Be a registered voter in Monroe County.
- Read, write, and speak the English language.
- Attend one annual, and any additional*, training sessions as required by law and pass an exam.
- Not be a candidate, or the parent, spouse, or child of a candidate, whose name appears on the ballot in the jurisdiction in which you would be working.
- Have a valid working phone number and email address for communicating with the Board of Elections Training Team.
- Know your schedule. Keep track of your assigned shifts and communicate if unsure.
- Communicate with their Site Chair, Coordinator, and Training Team.
- Act professionally and maintain order at the polling site at all times.
- Work in bipartisan teams and rotate tasks throughout Election Day.
- Follow all procedures as directed by the Board of Elections.
- Protect the rights and privacy of every voter at all times.
- Ensure fair and honest elections.

***Poll Workers must be certified each year, but may require additional trainings based on changes to election law**

Voting Rights Act

Poll Workers are Public Officials.

Any discriminatory actions, even if they are unintentional, are potential violations of the Voting Rights Act.

Apply all rules uniformly and neutrally. Do not allow personal feelings to sway your judgement.

Discrimination against members of racial and language minority groups is a violation of the Voting Rights Act.

Any action by a Poll Worker that attempts to reduce access to the political system by discriminating is a violation of the Voting Rights Act.

Any Questions? Feel free to contact our attorney, AndrewSpong@monroecounty.gov

We are Providing a Public Service

Protecting the right to vote and offering voting opportunities in our community would not be possible without each one of you.

- Even though we work in bipartisan teams, we are not political. We're here to help all voters exercise their right to vote. As such, we should not share or engage in political commentary with fellow workers. Your political philosophies may be different than those of your colleagues. Be mindful and respectful of each other's differences.
- This is NOT a volunteer position. It is a paid position and should be thought of and treated with professionalism, like any job.
- This is not for everyone, it is a long day and involves working with both the public and technology. It requires long hours, training, and a dedication to public service.
- Preparation is the key to a successful Election Day. The Board of Elections is constantly looking for ways to make your job a little easier in any way possible. The manual, in conjunction with training classes, will provide you with step-by-step instructions on how to operate polls, process voters, answer questions, and understand voter rights.

Conduct

The manner in which a person behaves, especially on a particular occasion or in a particular context.

- **Behavior:** All behavior should be work appropriate - we should not be behaving in an unprofessional way. We are all representing the Board of Elections, therefore:
 - Poll Workers MAY NOT bring children or pets to the polling site.
 - Poll Workers MAY NOT bring TVs, radios, and laptops to the polling site.
 - Poll Workers MAY NOT play music or watch videos (except training videos) at the site.
 - Poll Workers MUST stop side conversations when voters enter or are at the polling site.
- **Language:** No profanity or derogatory words are allowed at any time, on any level, from anyone.
- **Respect:** Everyone needs to be mindful of how we engage one another - in our tone, words, and responses.
- **Solicitation** is unacceptable. Some folks are known to bring donuts or other goodies for Poll Workers, but do **NOT** ask people to bring them.
- **Cell Phones:** Keep cellphones silent and put away at all times at the polling site, only Coordinators and Site Chairs should have cell phones out, and only for the purpose of communicating with the Training Team and BOE staff.
 - If you need to take a call, please excuse yourself, but you should not be on the phone during the work day (or during training).

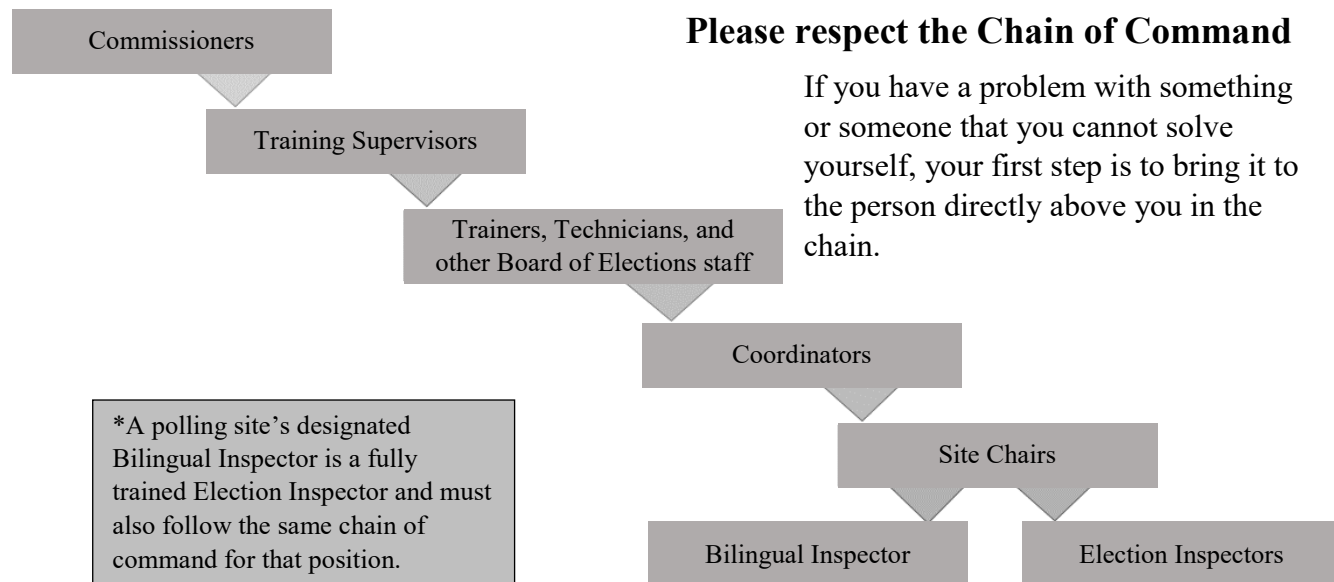
ONLY Service Animals are permitted at Training Sessions or Poll Sites.

Service Animals are individually trained to do work or perform tasks for people with disabilities.

Emotional Support Animals or pets are not permitted.

Please be advised that if you do not abide by these guidelines, you will be asked to leave the premises.

Organizational Structure



Professionalism: Attendance

In-Person Training Sessions: Please review training calendar for locations, dates and times.

Poll Workers MUST attend training annually in order to work the polls.

- Site Chairs and Coordinators must attend a mandatory Leadership Training in order to hold that position. **ALL** Leadership Trainings are held at Training & Service Center, located at 2595 Brighton Henrietta Town Line Rd., Rochester, NY 14623.

Poll Workers MUST be present and on time to ALL assigned shifts.

- If you are running late, you need to call your Site Chair or Coordinator to let them know AND you should NOT be more than 10 minutes late to your shift. If you are late and do not call, or end up being later than 10 minutes, you may be replaced with an Emergency Inspector. This means that you will be asked to leave, you will not be paid for the shift, and it could result in you not being asked to return to work for future elections.
- We understand emergencies happen, but you MUST call in if you cannot work your assigned shift. Do NOT call off the day of your shift for a pre-scheduled appointment. Make sure you do not have a conflict prior to Election Day.
- Your attendance is counted on for Election Day - illegitimate excuses for calling off will be documented and considered for determining future status as a Poll Worker. Also, no-call-no-show will result in immediate termination (not showing up without notifying the Board of Elections).

Poll Workers MUST work Election Day to be considered to work during Early Voting.

- If you call off Election Day, it will make you ineligible to take Early Voting shifts for the following election cycle.

Breaks and Meals

- Poll Workers take reasonable meal breaks. Additional time may be given if you need to go vote. Remember you may also vote at an Early Voting Center or by absentee ballot prior to Election Day.
- The exact time of breaks will be determined by both Site Chairs' agreement & who will post a meal/ break schedule (Site Chair manual). The Board of Elections recommends that meal times not exceed a half hour for lunch and a half hour for dinner (or 1 hour used as both) and two additional 15 minute breaks. You may want to pack a lunch and/or snacks.
- Poll Workers MUST return from breaks on time.
- All Poll Workers MUST be present from 5 pm to close and be there to assist with both opening and closing the polling site. No one is to take lunch/dinner after 5 pm.

No food or drink should be kept on the tables where the Poll Pads, ballots or other official documents are set up, or on/near the voting machines.

Professionalism: Dress Code

- As Poll Workers, we must follow the Monroe County employee guidelines for what is and is not appropriate attire.
- It is in the best interest of the county, fellow Poll Workers, and the public that we serve, for all Poll Workers to portray a professional image appropriate for their position for this important public service.
- It is widely recognized that the more professional we appear to the public, the more professional the public will respond to us.
- Poll Workers cannot wear **anything** political in nature.

Acceptable Work Attire

- County issued attire
- Business suits
- Dress pants
- Casual pants
- Denim jeans- no holes/rips/tears
- Capri pants
- Skirts*
- Dress shorts/skirts*
- Dresses*
- Sport coats/blazers
- Dress shirts
- Blouses
- Polo shirts
- Sweaters
- Dress shoes
- Casual shoes
- Designer sandals
- Sneakers

* Length must be no shorter than
2-3 inches above the knee

Unacceptable Work Attire

- Low cut neck lines
- Cut-offs
- Tops that expose midriff
- Tube tops
- No bare shoulders
- Tank tops
- Muscle shirts
- Halter tops
- Pajamas/Onesies/Sleepwear
- Exercise clothing (gym clothes)
- Bib overalls
- See-through/Sheer clothing
- T-shirts w/ graphics not issued by the County
- Clothing with offensive images/words/logos
- Spandex/form fitting pants**
- Strapless or backless**
- Spaghetti straps **

** Unless worn with a covering shirt

- Bandanas on the head
- Caps/Baseball type hats
- Garden shoes/ open-toe sandals
- Beach shoes/flip flops
- Bare feet
- Slippers

Personal Hygiene

- All Poll Workers must maintain a clean, presentable appearance free of body odor.
- Perfumes, scented hairsprays, and/or lotions should be used in moderation out of concern for others health and safety.
- Strong odors, including BOTH natural and artificial scents, may become a distraction from a well-functioning workplace.
- Poll Workers are also expected to maintain appropriate and professional hairstyle that is clean and neatly groomed (including facial hair, such as beards, mustaches and sideburns).

Election Etiquette

- Make sure ALL voters are able to exercise their right to vote.
- Remain calm and be considerate of your fellow Poll Workers (no arguing, shouting, or yelling).
- Be flexible and sympathetic to the needs of voters.
- Be polite to voters, other Poll Workers, and anyone else who visits the site.
- Use all resources at your disposal, including calling the Board of Elections.
- Be respectful and follow the guidance of Site Chairs, Coordinators, and BOE Staff from either party.
- Be courteous toward any custodians, teachers, managers, security, or other staff in your polling site.
- Be courteous toward poll watchers and candidates. Kindly advise them of election procedures, if necessary. If questions arise, please call the Board of Elections.
- Be courteous toward any media that appear at your polling site.
- Take care of your polling site, keep your table organized and the facilities clean.

Voter Privacy

- Allow the voter privacy with their ballots at every stage of the voting process.
- NO ONE except Poll Workers should be helping or assisting voters (especially when marked ballots are involved, like at the voting machines) unless that person was requested to assist by the voter and has taken the *Oath for Assisting a Voter*.
- Poll Workers must never hover around the scanners of the voting machines while voters are casting their ballots.
- Inspectors should never handle a voter's marked ballot.
- Inspectors should never take ballots out of a voter's hands and cast the ballot.
- Inspectors should not touch the "Cast" and "Return" buttons on the voting machine
- When dealing with a **marked ballot**, help **MUST** be given in a bipartisan team and **MUST** be recorded on the Challenge Report (*discussed later*).
- Do **NOT** look people up on the Poll Pads except to check-in voters. You should **NOT** be looking up friends and/or family to see if they voted, etc.

People with Disabilities: Basic Etiquette

Meeting someone with a disability: When you meet someone, greet them as you normally would. As in any new situation, everyone will feel more comfortable if you are relaxed.

Meeting a person who is blind: When meeting a person who is blind, identify yourself. If you have met them before, remind the person of the context. When guiding a person who is blind, offer your arm and let the person hold your elbow as they walk behind you. Relax your arm and move naturally.

Meeting a person who is deaf or hard of hearing: Before speaking, get the person's attention with a wave of the hand or a gentle tap on the shoulder. Make eye contact and speak directly to the voter (not an interpreter if one is present), speak clearly and use short, simple sentences. Use gestures and facial expressions to reinforce what you are saying. Do not cover your mouth (except where masks are required) or chew gum. Don't shout. Rephrase rather than repeat your statements, as sometimes different words are heard and understood better than others. If you do not understand something, do not pretend that you did, ask the voter to repeat and then repeat it back to make sure you understand correctly. Use paper and a pen for written communication if needed. Use LAD for a live ASL interpreter.

Meeting a person who uses a wheelchair: Never touch or push a person's wheelchair without permission.

Use person first terminology: Instead of referring to a voter with a disability as a "disabled person", use person first terminology and say "person with a disability".

Help when asked: Offer help before helping someone. If you are unsure of how you can help, just ask. Don't be offended if someone declines your assistance. It is their choice to accept or decline.

Touching: Do not pat or touch a person with a disability beyond either shaking hands in greeting or providing assistance to someone who has requested it. However, you may gently touch a deaf person to get their attention. Do not touch someone's cane, wheelchair or other device, as it is a part of that person's mobility aid.

Service Animals: Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal:

- Address the person, not the animal.
 - Do not pet or distract the animal.
 - Never ask a individual to explain their disability.
 - Do not automatically assume that a person with a service animal is blind.
 - If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.
-

Communication: Speak directly to the person. If you don't understand what someone says, ask them to repeat themselves. If the person uses a wheelchair, converse at the same level. If that is not possible, stand slightly back so they are not straining their neck to make eye contact. Offer Braille, a page magnifier or large print materials to people who are visually impaired. Let the person know when you walk away. Speak slowly and clearly for someone who may be hearing impaired.

Speaking with someone through an interpreter:

- When asking questions or giving information, talk to the voter, not the interpreter.
 - Speak clearly and slowly, not loudly.
 - Watch to make sure that the interpreter is keeping up with you.
 - Try not to interrupt the interpreter unless necessary.
-

Environments: A noisy or dark environment might make it difficult for people with vision, speech, or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe any renovations and surroundings (especially obstacles) to a blind person. A person with chemical sensitivity may have a reaction to smoke, perfume, or other toxins in the environment.

Hidden Disabilities: Not all disabilities are apparent. A person may have trouble following a conversation, may not respond when you call or wave, or may say or do something that seems inappropriate. The person may have a hidden disability, such as low vision or mental illness. They may have difficulty standing in line. Poll Workers should make available an extra chair to be used by voters who have difficulty standing and who must wait their turn.

People at the Polling Site

Election Inspectors

Greeter

- Direct voters to the sign-in table
- Direct voters who are ONLY turning in absentee ballots to the ballot drop box (*they do NOT have to wait in line*)
- Monitor crowding and ask people to wait outside if necessary
- Inform voters about becoming a poll worker and that they can sign up with the orange sheet at the sign-in table

Sign-In Table

- Confirm voter's name, address, and date of birth
- Ensure the voter signs the Poll Pad and initial
- Produce ballot receipt and hand it to the voter
- Collect spoiled ballot and issue a new ballot receipt if one is spoiled by a voter

Ballot Table

- Match the Ballot ID number on the receipt to the Ballot ID number on the ballot
- Give voter the correct ballot in the privacy folder
- Give clear instructions to the voter on how to cast their ballot and inform them if the ballot is two sided
- Issue affidavit ballots (a Site Chair should oversee this process)

Privacy Area

- Assist voters with ballot problems
- Direct voters to voting machines
- Ensure that pens are available to mark ballots
- Ensure no political material is left in the area

Voting Machines

- Assist voters with machine problems while respecting voter privacy
- Give voters "*I Voted Today*" stickers and direct them to the exit once they have finished voting

Bilingual Inspectors (formerly called Spanish Interpreters)

- **Bilingual Inspectors are Election Inspectors**, but they are ALSO there to explain instructions or interpret between other Poll Workers and Spanish speaking voters.
- **Bilingual Inspectors cannot be part of a bipartisan team** because they do not "declare" to work for a political party on Election Day; but they can do any job that normally only requires one Election Inspector (i.e. signing voters into the Poll Pads, working the ballot table, etc.) and they can be seated with someone from either party.
- **All instances of interpretation must still be recorded in Section 3 of the Challenge Report**, but it does not require a bipartisan team unless a voter needs help marking or with a marked ballot.

People at the Polling Site (cont.)

Site Chairs

- Site Chairs assist Coordinators in the oversight and maintenance of a specific polling site on Election Day.
- They set a rotation schedule and make sure meal and break times are given equally for all assigned Poll Workers.
- They ensure all procedures are being followed.
- Site Chairs are in charge of supply delivery and return at the close of polls.

Coordinators

- Coordinators directly oversee polling sites and Poll Workers in their assigned areas.
- They regularly visit polling sites on Election Day to ensure a smooth rotation of tasks and that all election procedures are being followed.
- Distribute the red bags to their respective Site Chairs.
- Coordinators call Poll Workers prior to Election Day to confirm they are working and answer questions that they may have.

Technicians

- Technicians are appointed by the Board of Elections to visit polling sites on Election Day.
- They are responsible for resolving voting machine issues.

Poll Watchers

- At any Primary, General, or Special Election, Poll Watchers are appointed by any political party or independent body whose candidates are on the ballot. They **MUST** show a Poll Watcher Certificate.

Security Personnel

- Present at some polling sites to ensure the safety of the site and Poll Workers.
- Are NOT certified Poll Workers, so they should not be helping with the voting process or assisting voters.

Media

- A Site Chair **MUST** call the Board of Elections if the media shows up at your polling site.

They may:

- Take photos of general area inside/outside of polling site.
- Take photos of Poll Workers, candidates, and/or voters with permission from the individuals.
- Speak with candidates and/or voters (if willing) outside of the 100' distance marker.

They may not:

- Interview or speak with anyone without their permission.
- Take photos or video of any candidate or voter with a viewable marked ballot.

Candidates

- As representatives of their party and candidacies for election, candidates may visit polling sites on Election Day.
- Candidates do not need to sign in (other than to vote), but are not allowed to linger at the polling site after they finish voting (they may NOT electioneer, campaign, or do interviews at the site).
- A candidate may **NOT** serve as a Poll Watcher or Poll Worker.

Setting Up the Polling Site

Poll Workers **MUST** arrive at 5am (1 hour before polls open)

-
- **A Site Chair will have the RED BAG with VOTING MACHINE KEYS inside**
 - If the Site Chair with the red bag has not arrived by 5am, call your Coordinator to inform them and get instructions
-
- **Site Chairs assign opening jobs to all Poll Workers**
 - Not every job requires a bipartisan team, so remember to utilize everyone, including Bilingual Inspectors, for any job that only requires one inspector to complete
 - Keep supplies organized. Do not just dump supplies on the floor
-
- **Set up the polling site**
 - Follow the **Poll Site Diagram**
 - Ensure a good flow throughout the site from one station to another
-
- **Set up ALL the IC-1 and IC-2 voting machines (following the manual)**
 - Open the lowest number machine (IC-2) first to retrieve site specific materials
 - Election law dictates the number of voting machines that must be available to voters at each polling site, so ALL voting machines **MUST** be opened
 - **MUST** be done by a bipartisan team
 - Print & sign opening tapes and place them in the red bag
 - Complete the *Before Polls Open* form for each voting machine
-
- **Set up the Poll Pads & arrange the sign-in table(s)**
 - Make sure all the icons are green on the Poll Pad
 - All workers must sign-in on the Poll Pads
-
- **Count the starting ballots inside ALL the green bags and arrange the ballot table(s)**
 - Each green bag is for a **DIFFERENT** election district, so ballots from ALL green bags must be counted, organized, and available to be distributed to the correct voters
 - A bipartisan team completes the morning part of the *Ballot Accountability* form
-
- **Post all signs**
 - Make certain ALL signs provided by the BOE are hung/posted where voters can see them
 - Make sure the “Vote Here” sign can be seen from street or sidewalk
 - Make sure the accessibility signs can be seen from outside of the building to direct voters to the accessible entrance for the polling site
 - Hang Spanish language signs next to their corresponding English versions
-
- **Complete opening:**
 - Set up LAD (Language Access Device)
 - Set up privacy area
 - Place ballot markers at the privacy stations
 - Organize manila collection envelopes and other supplies

Setting Up the Polling Site: Signs

Many signs will be provided in both English and Spanish, you must post both versions next to each other.

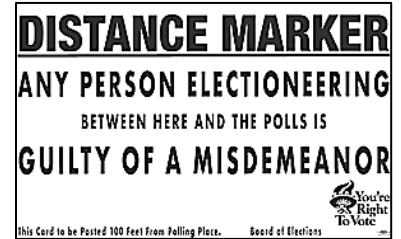
The **Distance Marker** is used to warn people not to **electioneer** within a 100 foot radius of the polling site.

- Attach it to a wall, post, fence, tree or whatever object is about 100 feet away from each entrance to the building of the polling site.

What is electioneering? - Any advertisement, display, speech, clothing, or sign containing a political party or the name of a candidate that is on the ballot.

What should I do if someone is electioneering within 100 feet of the polling site? - Whenever possible, just have the person stop, or cover or conceal the item in question.

What if they don't comply? - First, politely inform them that they are committing a misdemeanor offense, and ask them to stop again. If they still do not, or are making a scene, have a Site Chair call the Board of Elections, and if necessary, the police.



The **“Vote Here” with Flag** lawn sign is to show a location is a polling site.

- **MUST** be placed where it can be seen from the road to mark a location as a polling site.
- The flag lawn sign must first be put onto the metal frame included with supplies (do **NOT** tape it to the wall or post it inside the polling site).



The **Vote Here** signs are to show the entrances to the polling site.

- Must be posted on the doors, and the sign with a wheelchair emblem must be placed on the accessible entrance door. The accessible entrance must remain unlocked during all voting hours.



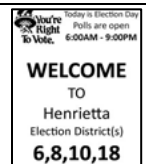
The **Arrow** signs are used to direct voters to the room inside a polling site where voting occurs.

- Post on inside walls in visible locations to direct voters.



The **Welcome to District** sign helps the voter clearly identify the election districts that are able to vote at this polling site.

- The Welcome to District sign must be posted on the wall near the sign-in table. Make sure this sign is visible to the voters.



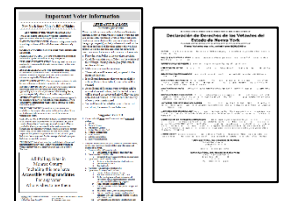
The **Sample Ballot** is used by voters to determine what candidates or propositions are on the ballot.

- Must post on the wall near the sign-in table.
- Make sure any sample ballots are the same as the pre-printed ballots for each election district.



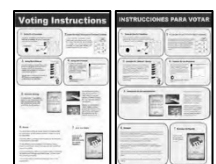
The **Important Voter Information** sign is used by voters to understand their rights, responsibilities, and other useful information.

- Includes the Voter's Bill of Rights, Affidavit Ballot Instructions, and Suggested Valid IDs and should be posted.
- Spanish versions will come as separate signs and should also be posted nearby.

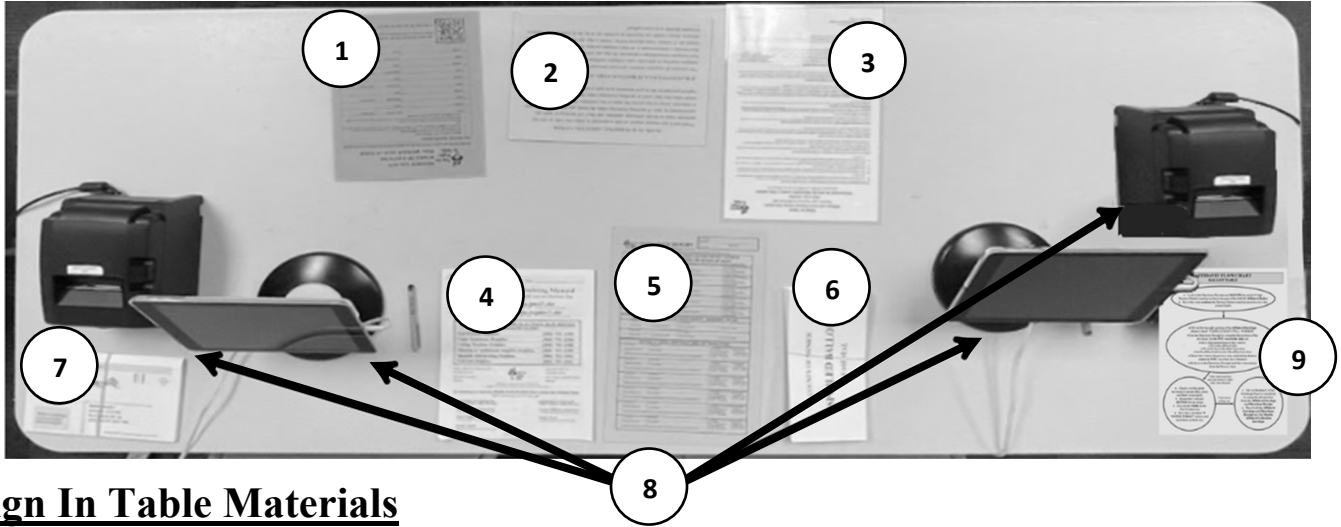


The **Voting Instructions** poster in English and Spanish will be hung in the privacy areas to assist voters in properly marking their ballot.

- The voting instruction posters will arrive to the poll site attached to the standing privacy booths and the table top privacy screens.



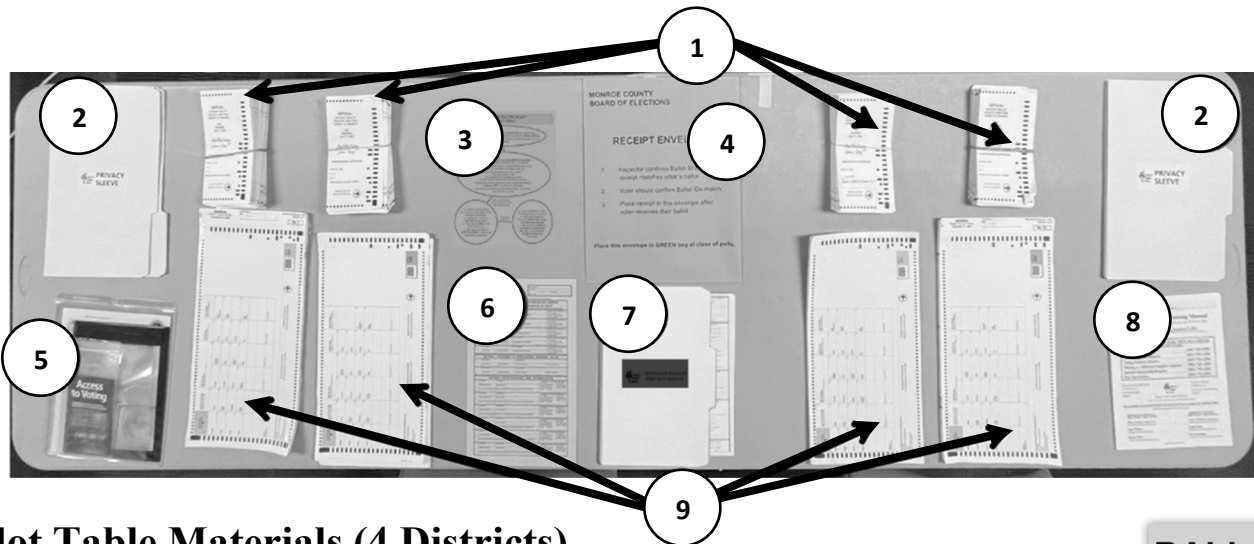
Setting up the Polling Site: Sign-In Table



Sign In Table Materials

- | | |
|--|--|
| 1 Poll Worker Sign Up Form | 5 Challenge Report |
| 2 <i>Oath for Assisting a Voter</i> | 6 Spoiled Ballot Envelopes |
| 3 <i>Affidavit and Court Order Voting Instructions</i> | 7 Voter Registration Forms |
| 4 Poll Worker Manual | 8 Poll Pads and Ballot ID Receipt Printers |
| | 9 Affidavit Flow Chart |

Setting up the Polling Site: Ballot Table



Ballot Table Materials (4 Districts)

- | | | |
|---|--|---|
| 1 Affidavit Ballots (1 per Election District) | 6 Challenge Report | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> BALLOT ID:
 5000, 5004,
 5010, 5025 </div> |
| 2 Privacy Folders | 7 Affidavit Ballot Privacy Sleeves and Envelopes | |
| 3 Affidavit Flow Chart | 8 Poll Worker Manual | |
| 4 Ballot Receipt Collection Envelope | 9 Ballot Packs (1 per Election District) | |
| 5 Accessibility Packet | 10 Ballot ID Sign (hanging off edge of table) | |

If more than 5 election districts, consider using a second ballot table to keep ballots organized.

Ballots Overview

There are 3 types of Ballots

- Standard Preprinted Ballots** – most common type of ballots you will use throughout Election Day. Each election district has its own ballot - double check Ballot IDs!
- Affidavit Ballots** – used for certain circumstances where a voter is unable to vote using the voting machines (discussed in more detail on pages 37-43).
- Blank Ballots** – used with the Ballot Marking Device (BMD) on the IC-2 voting machine.
 - There are no separate Spanish language ballots – all ballots are written in both English and Spanish languages.

Example of the front of a ballot

The image shows the front of a ballot with various sections and callouts:

- 1**: Arrow pointing to the 'Correct Mark' area.
- 2**: Arrow pointing to a single candidate race (Vanilla).
- 3**: Arrow pointing to a multi-candidate race (Iron Man, Wonder Woman).
- 4**: Arrow pointing to the political party rows (Orange, Purple, Brown, Yellow).
- 5**: Arrow pointing to the 'Write In' row.
- 6**: Arrow pointing to the Ballot ID number (5000).
- 7**: Arrow pointing to the Town/LD & Election District/ED number (Town A, ED 01-1).
- 8**: Arrow pointing to the Ballot Stub area.
- 9**: Arrow pointing to the Ballot Stub Number (No. 101).
- 10**: Arrow pointing to the Number Sequencing area (No. 101).

- Offices up for Election Row
- A Single Candidate Race (pick one)
- A Multi Candidate Race (pick two or more candidates, relating to the number under a single office category)
- Political Party Rows – All candidates whose name appear in the row are endorsed by the political party named on the left
- The Write In Row – used when a voter wishes to write in a candidate whose name does not appear on the ballot
- Ballot ID Number (used for matching the number on the Ballot ID receipt)
- Town/LD & Election District/ED Number
- Ballot Stub – ballot is torn at perforation leaving the stubs together
- Ballot Stub Number – used for court orders
- Number Sequencing – use ballots in numerical order
- Instructions on how to fill out a ballot (on back)

Back of the Ballot

- The back of a ballot will only be used if there is one or more propositions being voted on
- If there are no propositions, the back of the ballot will only have the instructions printed on the bottom

The image shows the back of a ballot with a single proposition:

Proposition 1/Propuesta 1

Do all voters of the county and other non-specialty products within Monroe County be permitted to provide candy-like sprinkles "without additional charge or assessment"?

¿Deberían los votadores de helados y otros productos especiales comprados dentro del condado de Monroe estar obligados a proporcionar chispas tipo caramelo "sin cargo o evaluación adicional"?

Yes/ Sí No/ No

11: Arrow pointing to the proposition area.

Example of the back of a ballot with a single proposition

Green Bags

Green bags contain all the ballots that will be used throughout the day

EACH green bag holds ballots for ONE election district; and each election district has its own green bag.



- There can be several green bags at a single polling site depending on how many election districts are assigned to vote there. Open ALL voting machines to ensure you have retrieved all the green bags.
- ALL green bags must be opened, and the ballots inside counted, organized, and ready to be distributed to the correct voters.

Each green bag will have 3 types of ballots.

1. Standard Preprinted Ballot (will have both English and Spanish languages on the ballot)
2. Affidavit Ballots (used with the affidavit envelopes)
3. Blank Ballots (for use with the BMD on the IC-2 voting machine)

During the Primary Election, green bags will have standard and affidavit ballots for EACH political party that has candidates running in that election district.

- This means there could be several DIFFERENT standard and affidavit ballots in a single green bag.
- Each different political party’s ballot will have a different Ballot ID number (be sure to match that number to the ballot receipt when handing out the ballot to a voter) AND a different color associated with it to help further distinguish them.

You must count ALL the ballots from ALL the green bags when doing ballot accountability.

- There will be a single *Ballot Accountability* form for the entire site to confirm the ballot totals from all the green bags.
- Each column on the table is for counting the ballots of a single green bag.
- For the Primary Election, you do NOT have to count ballots by party separately, instead count the TOTAL number of preprinted or affidavit ballots in that green bag.
 - Ensure the ballots are still organized in a way that you can easily access the different ballots and hand the correct ones to the voters.

Ballot Accountability Form												
Poll Workers must: 1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use. 2. Open only one ballot pack per ID at a time. 3. Return all unused ballot packs back to their green bag.												
Before Polls Open	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots												
Blank Ballots												
Affidavits												
TOTAL PER ID												
BEFORE POLLS OPEN: TOTAL BALLOTS: _____												
Signature of Inspectors – Start of Day												
Democratic Inspector						Republican Inspector						
After Polls Close	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs												
Unused Preprinted Ballots – from Opened Packs												
Unused Blank Ballots												
Unused Affidavit Ballots												
TOTAL PER ID												
Signature of Inspectors – End of Day												
Democratic Inspector						Republican Inspector						

BALLOT ACCOUNTABILITY FORM

Before Polls Open: Ballot Accountability

Election Law requires that we account for EVERY ballot throughout Election Day, which is why we must count the number of ballots both before polls open and after polls close.

- Ballot Accountability must be done in a bipartisan team.
- Inspectors must count the various ballots from ALL green bags.
- ALL ballots from all green bags are recorded on a single *Ballot Accountability* form.
- Each green bag is used for a single election district, and each column on the form is used to record the ballot count for one green bag (if you have fewer green bags than columns, leave the rest blank).



BALLOT ACCOUNTABILITY PROCESS

1 Match the election district number from the green bag label to the number of a column on the *Ballot Accountability* form.

2 Count and confirm the number of preprinted, blank, and affidavit ballots is correct. If any number incorrect, cross it out and write the correct amount next to it, and initial.

3 Add your preprinted, blank, and affidavit totals in each district # to get your Total Per ED.

4 The bipartisan team confirms the count is correct and signs for start of day.

Ballot Accountability Form
Poll Workers must:

1. Remove plastic wrapping from each pack of 50 preprinted ballots when ready to use.
2. Open only one ballot pack per ED at a time.
3. Return all unused ballot packs back to their green bag.

District: Henrietta 052001, 02, 03
Ballot ID(s): 5000, 5001, 5004

BOE TRAINING & SERVICE CENTER
2595 BRIGHTON HENRIETTA T L RD

Before Polls Open	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Preprinted Ballots	300	500	450								
Blank Ballots	10	10	10								
Affidavits	25	25	25								
TOTAL PER ED											

BEFORE POLLS OPEN: TOTAL BALLOTS: _____

Signature of Inspectors – Start of Day _____
Democratic Inspector
Republican Inspector

Ballot Accountability Form: Before Polls Open Section

5 When you have finished counting the ballots for the morning, you should organize them in such a way that ALL the different ballots are easily accessible. This is to ensure no ballots are misplaced and that the correct ballots are being issued to voters. You should leave unopened ballot packs in their respective green bags until they are needed.

PRIMARY ELECTIONS will often have several DIFFERENT preprinted and affidavit ballots in each green bag, one for EACH PARTY that has candidates running in the Primary Election for that election district.

- For ballot accountability during a Primary Election, in each column you will add ALL preprinted (or affidavit) ballots for one green bag together (you do not have to record separate totals of each party’s ballots).

Setting up the Poll Site: Before Polls Open Form

BEFORE POLLS OPEN FORM

To be completed by the Poll Workers at the opening of the polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democrat and one Republican inspector before polls were opened to the public for voting:

Henrietta LEAD ED: 052001
 ADDL EDS:
 052001
 BOE TRAINING AND SERVICE CNTR
 2595 BRIGHTON HENRIETTA T L RD

2 Check the box for each step as you complete them (If any can't be checked, call the BOE)

- 1 Voting machine keys arrived sealed in the red bag
- 2 Voting machine number matches the machine number on the key envelope
- 3 Green ballot bags arrived locked in the voting machine
- 4 Green ballot bags and district specific bags were delivered to bipartisan team to complete opening ballot reconciliation and setup
- 5 Removed all supplies from the voting machine, then placed EMPTY and OPEN blue bag back inside and LOCKED the ballot box door
- 6 Opening ZERO tape printed and reviewed to ensure that ALL of the contests are at ZERO
- 7 Protective counter number (located near the bottom of the opening ZERO tape) matches the protective counter number on the key envelope
- 8 Sample ballot compared to the pre-printed ballot packs and the opening ZERO tape, confirming the offices for election, the candidates' names and ballot proposals match
- 9 Opening ZERO tape is signed and placed in red bag

Voting Machine #	Time from Voting Machine	Protective Counter # (From Zero Tape)	IC-1 ONLY White Hood Seal # (remove)	Yellow Memory Card Door Seal # (do NOT remove until close)	SEAL #1 Ballot Box Door Blue Sticker Seal # (remove)	IC-2 ONLY Seal #2 Electrical Cover Red Sticker # (never remove)	IC-2 ONLY Seal #3 BMD Printer Red Sticker # (never remove)	IC-2 ONLY Seal #4 BMD/ATI port Blue Sticker Seal # (remove)
4 400	5	6	7	8	9	10	11	11

IC-2 ONLY: REMOVED POLL PAD SEAL #S

Poll Pad #	Seal #

Place Blue Sticker Seal #1 (and #4 if IC-2) here (if more room is needed, place seal on back of form):

13

DEM _____ REP _____

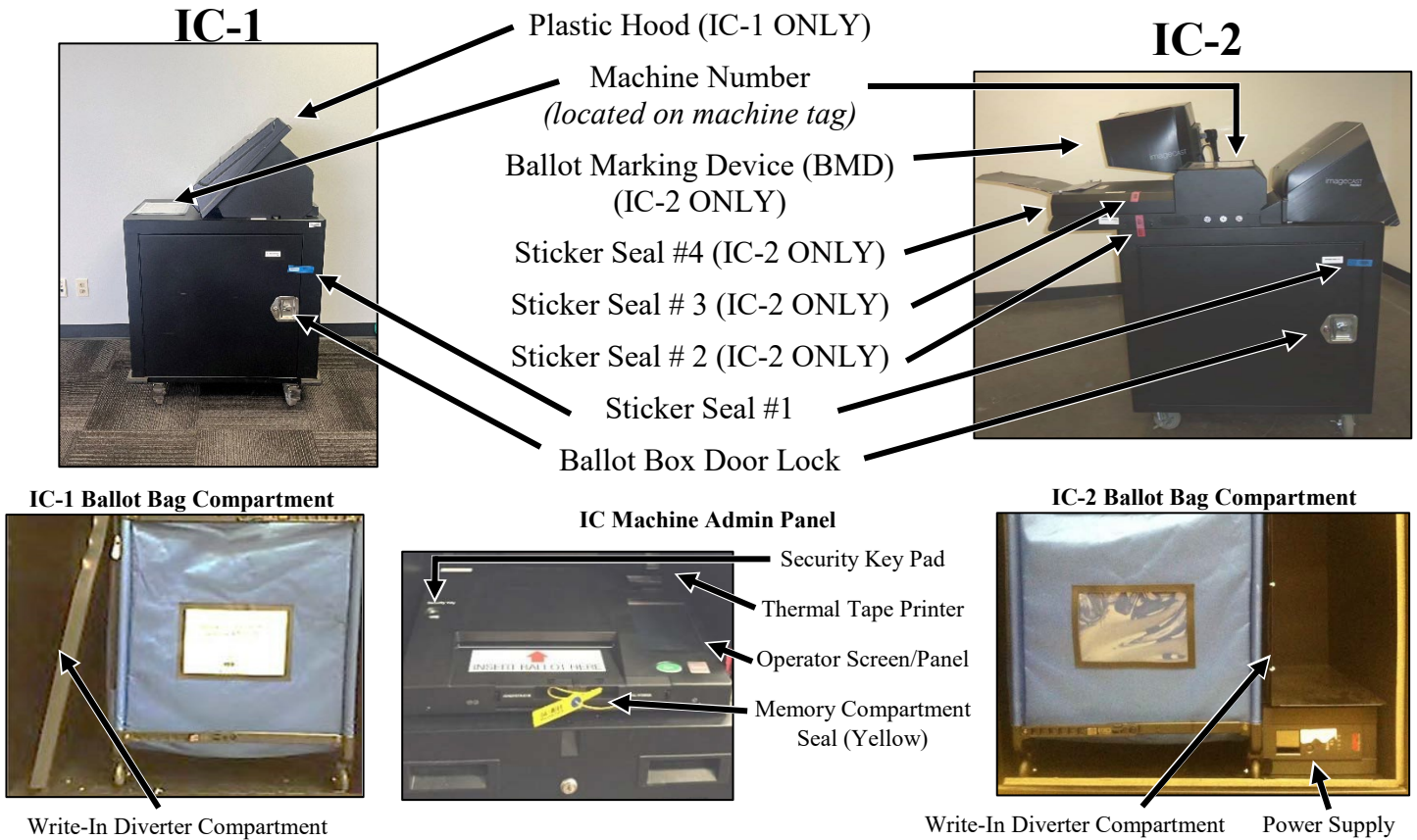
14 Signatures of Inspectors Opening Voting Machine

The Before Polls Open form is found in the matching voting machine, each machine has its own form.

- 1 Confirm location is correct
- 2 Check boxes when instructed during the "Opening the Voting Machine" process. If any boxes cannot be checked you must call the Board of Elections (585) 753-1590
- 3 Sample ballots are found in district specific bags
- 4 Confirm voting machine number is correct
- 5 Record the time from the voting machine – if time is not correct, call the BOE – DO NOT CHANGE IT
- 6 Record protective counter number located at the bottom of the opening tape
- 7 (IC-1 ONLY) Record hood seal number from the plastic seal that you removed from the hood
- 8 Record yellow memory card seal (do NOT remove until after closing of polls)
- 9 Record seal number from blue sticker seal #1
- 10 (IC-2 ONLY) Record red sticker seal numbers – do NOT remove red seals
- 11 (IC-2 ONLY) Record seal number from blue sticker seal #4
- 12 (IC-2 ONLY) Record the numbers from removed poll pad seals
- 13 Place removed sticker seals in this area – if there is not enough room, place seals on the back of the form
- 14 A bipartisan team must sign the form

Image Cast (or IC) Voting Machines

IC-1 has 1 function (scanning ballots) whereas the IC-2 has 2 functions (scanning and the Ballot Marking Device)



Types of Seals



Blue Sticker Seal

- Remove at opening and place on *Before Polls Open* form
- Replace with new stickers at closing
- Located on ballot box door and BMD Connection (IC-2 Only)



White Plastic Seal

- Remove at opening and place in clear pouch of blue bag
- Located on IC-1 privacy hood and Poll Pad cases
- Use to seal blue bags, IC-1 privacy hoods, and the IC-2 memory card compartment at closing



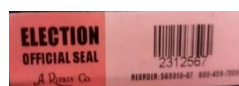
Yellow Plastic Seal

- **REMOVE ONLY AT CLOSING**
- Located on IC-2 memory card compartment
- Record seal number on *Before Polls Open* form
- Place in clear pouch of blue bag when removed



Red Plastic Seal

- **NEVER REMOVE**
- Located on the IC-1



Red Sticker Seal

- **NEVER REMOVE**
- Located on IC-2 only
- Record seal number on the *Before Polls Open* and *After Polls Close* form



Red Bag Seal


- White clip used to seal red bag at closing
- Record seal number on *Red Bag Transmittal* form

Setting Up the IC-2 Machine





(MUST be done by a bipartisan team)

KEY

= Check box on form

 = Write on form

SET UP THE IC-2 VOTING MACHINE FIRST

- 1 Match the number on voting machine key envelope to the correct voting machine
- 2 Remove the nylon and styrofoam covers
- 3 Lock the wheels
 - Make sure voters can safely and easily access the BMD screen with a wheelchair or any other assistive devices
- 4 Unlock ballot box door
 - Turn the key vertically, rotate the handle, and pull the door open
- 5 Remove the blue bag
- 6 Retrieve the *Before Polls Open* form from the clear plastic machine bag inside the blue bag
 - Confirm and check boxes 1 & 2 on the *Before Polls Open* formRemove all remaining supply bags from the blue bag
 - Deliver supply bags to a team of bipartisan Poll Workers at sign-in table
 - Deliver green bags to team of bipartisan Poll Workers at ballot table
 - Confirm and check boxes 3 & 4 on the *Before Polls Open* form
- 7 Remove the opening blue sticker seal #1 from the ballot box door and place it in the correct space toward the bottom of the form
 -  Record the blue sticker seal number in the box for “Seal #1” on the *Before Polls Open* form
- 8 Remove and plug in the extension cord; plug the voting machine into the extension cord
 - Press the “power supply” button, located under the write-in diverter compartment, until you hear the beep, to turn on the machine
- 9 Remove the rest of the supplies (if any) from the voting machine
- 10 Record seal numbers from seals on voting machine
 -  Record the yellow memory compartment seal number on the *Before Polls Open* form. **Do not remove this seal until after polls close**
 -  Record red sticker seal #s 2 & 3 on the *Before Polls Open* form. **Never remove these seals**Remove blue sticker seal #4 from the voting machine
 -  Record blue sticker seal #4 from the BMD connection on the *Before Polls Open* form and place the sticker seal on the form next to blue sticker seal #1 (if it does not fit, place it on the back of the form)
- 11 Set up privacy screens
 - Attach privacy screens to the ballot scanner and BMD monitor (not the printer)Ensure all the seals removed from Poll Pads are recorded on the *Before Polls Open* form and place these seals into the clear pouch on the inside of the blue bag
- 12 Place the open and empty blue bag back inside the voting machine
- 13 Close and lock the ballot box door & remove the voting machine keys from the door
 - Confirm and check box 5 on the *Before Polls Open* form

Setting Up the IC-2 Machine (cont.)

(MUST be done by a bipartisan team)

- 14 Press the security key onto the security key pad

- 15 Enter the password (from the key envelope) to unlock the voting machine
 - Message displayed will read “*Key Accepted. Validating Election Files. Please Wait*”
 - The operator panel will display “*Is this the correct time?*”

- 16 Verify date and time are correct
 - If incorrect, a Site Chair MUST call the Board of Elections at (585) 753-1590

Record the time displayed on the ***Before Polls Open*** form

- 17 Press YES (do **NOT** alter this screen)
 - Wait for the administrative menu to appear

- 18 Ensure that a “0” (ZERO) appears next to ballots cast on the operator panel - then press “Open Poll”
 - If the number next to ballots cast is not “0” (ZERO) then a Site Chair must call the Board of Elections at (585) 753-1590

- 19 Press the “ZERO” button
 - Wait for the opening zero tape to print completely
 - Carefully tear off the opening zero tape

- 20 Press “NO” when asked “*Would you like more copies of this report?*”

- 21 Wait for “*System Ready*” to appear on the operator panel

- 22 Secure the cords to prevent tripping
 - Ensure cords do not present tripping hazards, use tape when necessary

- 23 Confirm ALL of the information on the opening zero tape:
 - Tabulator Name (Voting Machine Number)
 - Voting Location (Polling Site Name)
 - Precinct (Election District)
 - Ballots Scanned (Must be ZERO)
 - Confirm and check box 6 on the ***Before Polls Open*** form
 - Record protective counter number on ***Before Polls Open*** form (from bottom of the zero tape)
 - Confirm and check box 7 on the ***Before Polls Open*** form

- 24 Compare the opening zero tape to the sample ballot, confirming the offices and candidates
 - If offices and candidates do not match, a Site Chair MUST call (585) 753-1590

Confirm and check box 8 on the ***Before Polls Open*** form

- 25 The bipartisan team both print and sign their names at the bottom of the zero tape, then place the completed opening zero tape in the red bag
 - Confirm and check box 9 on the ***Before Polls Open*** form


- 26 The bipartisan team both sign the ***Before Polls Open*** form
 - Place the completed ***Before Polls Open*** form into the ***Important Paperwork*** envelope

- 27 Give the voting machines keys to a Site Chair for safe keeping




Setting Up the IC-1 Machine

(MUST be done by a bipartisan team)

KEY

- = Check box on form
 = Write on form

ALL VOTING MACHINES AT THE POLLING SITE MUST BE SET UP

- 1 Match the number on voting machine key envelope to the correct voting machine
- 3 Lock the wheels
- 4 Unlock ballot box door
 - Turn the key vertically, rotate the handle, and pull the door open
- 5 Remove the blue bag
- 6 Retrieve the *Before Polls Open* form from the clear plastic machine bag inside the blue bag
 - Confirm and check boxes 1 & 2 on the *Before Polls Open* form
 - Remove all remaining supply bags from the blue bag
 - Deliver supply bags to a team of bipartisan Poll Workers at sign-in table
 - Deliver green bags to team of bipartisan Poll Workers at ballot table
 - Confirm and check boxes 3 & 4 on the *Before Polls Open* form
- 7 Remove the opening blue sticker seal #1 from the ballot box door and place it in the correct space toward the bottom of the form
 -  Record the blue sticker seal number in the box for “Seal #1” on the *Before Polls Open* form
- 8 Remove and plug in extension cord; plug voting machine into extension cord
 - The machine powers on automatically when plugged in
- 9 Remove the rest of the supplies (if any) from the voting machine
- 10 Remove white plastic seal
 -  Record the seal number on the *Before Polls Open* form
 - Place the removed seal in the clear pouch on the inside of the blue bag
- 11 Set up privacy hood
 - Lift the hood, unfold the flaps, and place them in the slots on each side of the scanner
 -  Record the yellow memory compartment seal number on the *Before Polls Open* form
 - **Do not remove this seal until after poll close**
- 12 Place the open and empty blue bag back inside the voting machine
- 13 Close and lock the ballot box door & remove the voting machine keys from the door
 - Confirm and check box 5 on the *Before Polls Open* form
- 14 Press the security key onto the security key pad
- 15 Enter the password (from the key envelope) to unlock the voting machine
 - Message displayed will read “Key Accepted. Validating Election Files. Please Wait”
 - The operator panel will display “Is this the correct time?”

Setting Up the IC-1 Machine (cont.)

(MUST be done by a bipartisan team)

16 Verify date and time are correct

- If incorrect, a Site Chair MUST call the Board of Elections at (585) 753-1590

Record the time displayed on the *Before Polls Open* form

17 Press YES (do **NOT** alter this screen)

- Wait for the administrative menu to appear
-

18 Ensure that a “0” (ZERO) appears next to ballots cast on the operator panel - then press “Open Poll”

- If the number next to ballots cast is not “0” (ZERO) then a Site Chair must call the Board of Elections at (585) 753-1590
-

19 Press the “ZERO” button

- Wait for the opening zero tape to print completely not status tape
 - Carefully tear off the opening zero tape
-

20 Press “NO” when asked “*Would you like more copies of this report?*”

21 Wait for “*System Ready*” to appear on the operator panel

22 Secure the cords to prevent tripping

- Ensure cords do not present tripping hazards, use tape when necessary
-

23 Confirm ALL of the information on the opening zero tape:

- Tabulator Name (Voting Machine Number)
- Voting Location (Polling Site Name)
- Precinct (Election District)
- Ballots Scanned (Must be ZERO)

Confirm and check box 6 on the *Before Polls Open* form

Record protective counter number on *Before Polls Open* form (from bottom of the zero tape)

Confirm and check box 7 on the *Before Polls Open* form

24 Compare the opening zero tape to the sample ballot, confirming the offices and candidates

- If offices and candidates do not match, a Site Chair MUST call (585) 753-1590

Confirm and check box 8 on the *Before Polls Open* form

25 The bipartisan team both print and sign their names at the bottom of the zero tape, then place the completed opening zero tape in the red bag

Confirm and check box 9 on the *Before Polls Open* form

26 The bipartisan team both sign the *Before Polls Open* form

- Place the completed *Before Polls Open* form into the *Important Paperwork* envelope
-

27 Give the voting machines keys to a Site Chair for safe keeping

Language Access Device (LAD)

The Language Access Device (LAD) is used to provide interpreting services in several languages at the poll site.

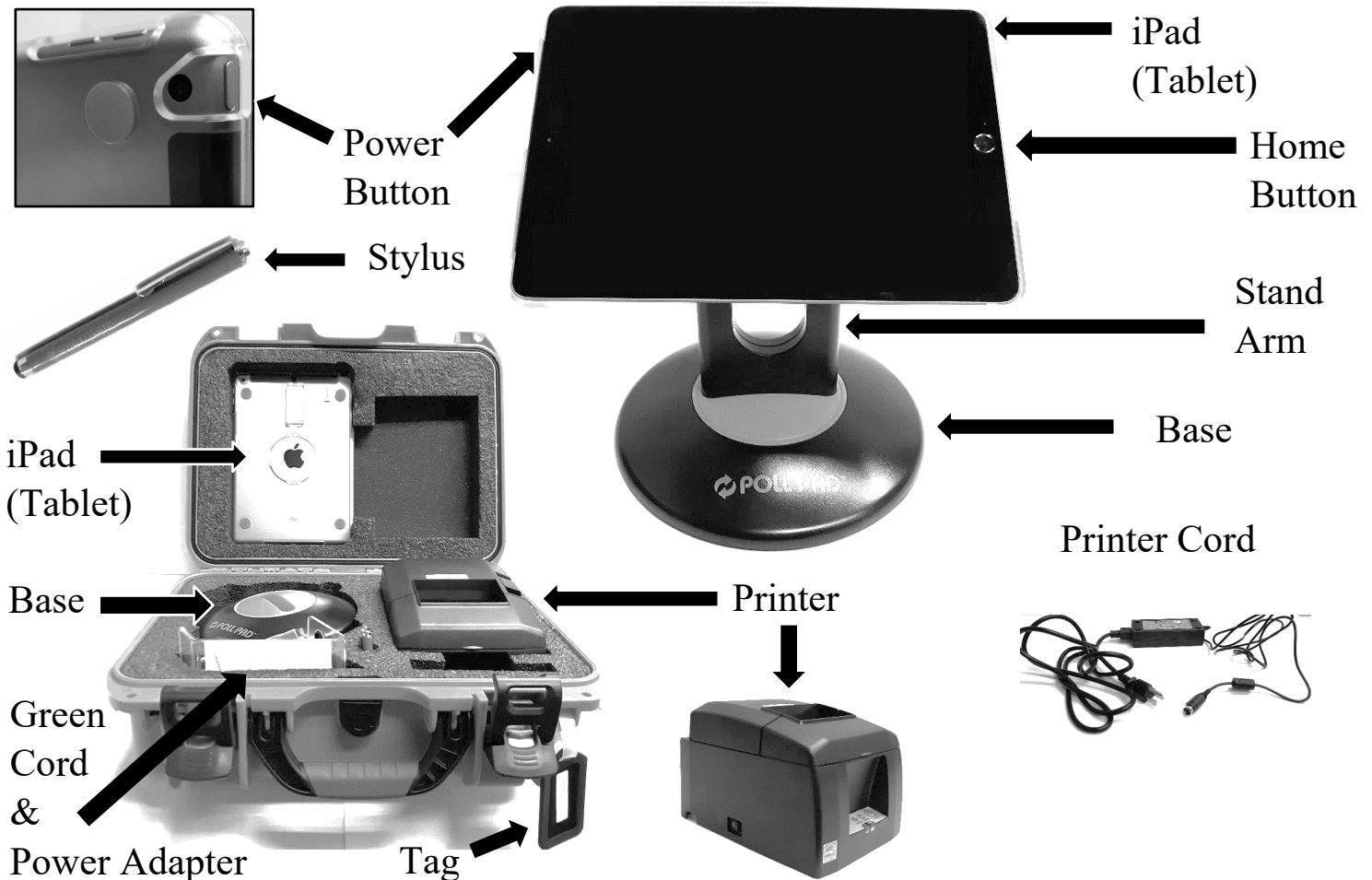
Ensure the LAD is plugged in and rolled out of the way when not in use. Further instructions can be found on the User Guide attached to the LAD.

Set-Up Instructions:

- 1 Press the home button to pull up a screen with the time and county logo
 - If the screen does not appear, hold the power button on the top left side for 5 seconds until the device turns on
- 2 Press the home button again, then type in the passcode "123456"
- 3 Press the Propio app, which is a black icon with the word "one" in blue
- 4 Find the voter's preferred language and choose either a video or audio connection, select the preferred connection
 - A wait screen will appear, and after a few moments the interpreter will be on the line



Poll Pad: Components Overview



Setting Up the Poll Pad

1 Cut Poll Pad case seal, then open the case and verify the number on the tag matches the one on the printer and on the iPad

- If the numbers do not match, a Site Chair MUST call the BOE at (585) 753-1591
- ✂ Write Poll Pad number and Poll Pad seal number on the *Before Polls Open* form for IC-2 machine
- Place cut Poll Pad case seal into clear pouch in the blue bag of the IC-2 voting machine

2 Remove the iPad, Poll Pad base, and stand arm from the Poll Pad case

- Place the iPad face down on the table so the Poll Pad number is on the top

3 Attach stand arm to the back of the Poll Pad

- Squeeze the green tabs on the side of the arm and place it in circular opening
- Release tabs and rotate the arm until you hear it click into place

4 Connect stand arm to the Poll Pad base

- Once attached rotate the Poll Pad so that it is oriented in a landscape (width) position with the camera on the left

5 Plug the green cord into the Poll Pad

- Plug the green cord into the power adapter, the power adapter into the extension cord and the extension cord into the wall
- The Poll Pad should turn on automatically
- If the Poll Pad does not turn on automatically, you will need to press and hold the POWER button on the top-left side of the Poll Pad until it powers on

6 Remove the printer from the Poll Pad case

- Along with the power cord located under the round base

7 Plug one end of the printer cord into the back of the printer, and the other end into the extension cord

- Ensure secure connections

8 Turn printer on

- The ON/OFF switch is located on the left side of the printer
- The green light on the front panel indicates there is power to the printer

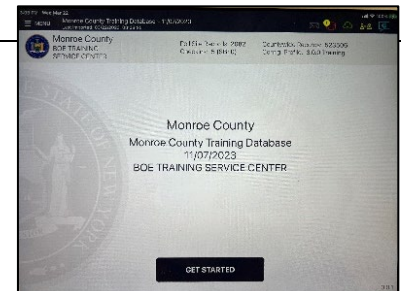
9 Press the Poll Pad app to open the Poll Pad

- The Poll Pad app looks like a green letter “P” inside a black square
- If you do not see the app with the “P”, you may have to press the iPad’s “home” button to return to the iPad’s home screen



10 Confirm correct information

- Name of jurisdiction
- Polling place location is correct (most important)
- Election name and date
- Check-in count = 0
- Poll Pad is properly plugged in and charging



11 Make sure the cloud and printer icons are GREEN

- To ensure the Poll Pad is syncing and the printer is working properly

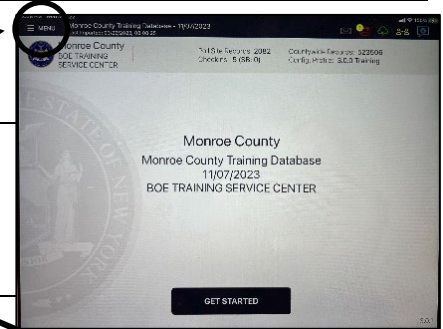


12 Close the empty Poll Pad case and place it under the sign-in table

Poll Worker Sign In

ALL Poll Workers should sign in on the SAME Poll Pad

1 From the “Home Screen” press “Menu” in the top left hand corner

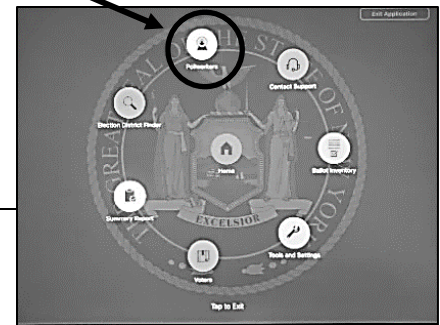


2 Click the “Pollworker” icon

- The “Pollworker” button is a purple icon located at the top of the screen

3 Find your name in the list on the left of the screen and click on it

- If you cannot find your name in the list, please call the Board of Elections at (585) 753-1599



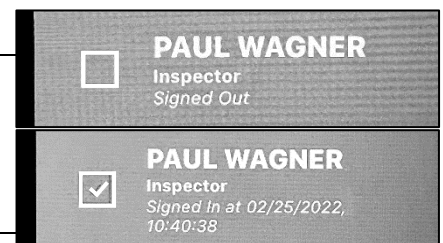
4 Confirm your information is correct

- Confirm your name and address are correct
- Confirm that your position is correct (Election Inspector, Site Chair, Bilingual Inspector, etc.)
- If any information is incorrect, please call the Board of Elections at (585) 753-1599

5 Sign your name and press “Sign In”

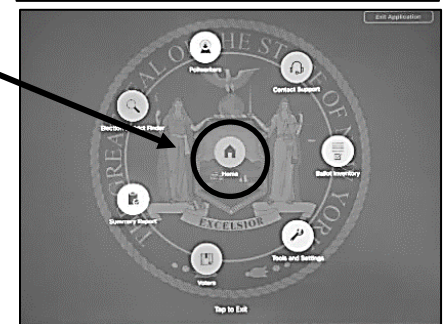
- Listen and/or read the Poll Worker Oath and then sign your name on the signature line at the bottom of the screen
- Once you have finished signing, click on the navy blue “Sign In” button in the top right corner

6 Confirm you have signed in by verifying a blue checkmark appeared next to your name on the list



7 Once all Poll Workers at the site have signed in, return to the Home Screen

- Press “Menu” in the top left corner
- Once the group of icons appear, click on the center “Home” button with a red house icon
- You should now see the Home Screen



If you do not sign in, you are subject to a dock in pay

Poll Pads: Checking In a Voter using Basic Search

1 Press the “Get Started” button

- Located on the bottom of the Poll Pad app home screen

2 Look up the voter and ask for the voter’s full name and current address

- Type the first 3 letters of the voter’s last name in the first box
- Type the first 3 letters of the voter’s first name in the second box
- Press “Search” button
- The voter’s file should appear in a list of matching names
- Confirm the voter’s current address matches the information in the Poll Pad



3 Select the correct voter’s name by pressing it

- Do NOT click on the gear, instead click directly on the voter’s name
- Search results show both election district and out of election district voters
- Out of election district voters are displayed in gray with an indicator that reads “Wrong Location” in red
- If a voter is at the wrong location, use the Election District Finder to direct them to the correct polling site



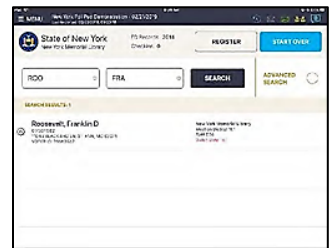
4 Verbally confirm the voter’s name, address, and date of birth. If correct, turn the Poll Pad around (using the stand arm) so the voter can visually verify that their information is correct

Then have the voter hit the “Accept” button located in the top right corner of the screen

5 Have the voter sign the Poll Pad

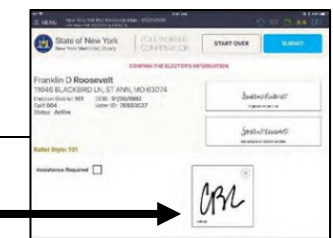
6 Turn the Poll Pad back toward you and verify the voter signed

- Once you have verified the voter signed, press the “Done Signing” button
- The “Done Signing” button is located in the top right corner of the screen



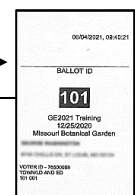
7 Initial the Poll Pad and press “Submit”

- Initial in the square box at the bottom of the screen
- The “Submit” button is located at the top right of the screen
- A ballot receipt will print



8 Tear off the ballot receipt and hand it to the voter

- The voter is now checked in
- Direct the voter to the correct ballot table



Poll Pads: Tips When Searching Names

- **Last names don't use spaces or apostrophes**, i.e. “O'Brien” is “OBRIEN”, “St John” is “STJOHN”, D'Angelo is “DANGELO”, etc.
- **Two part last names are entered with a hyphen**, i.e. “RODRIGUEZ-CRUZ”, however voters are may be registered under just one part of the name, if you can't find the voter under “ROD” try “CRU”.
- **First names may have a space**, i.e. “MARYANNE” might be written as “MARY ANNE” and might not be next to each other on the list of names. Look thoroughly.
- **For nicknames, also try the formal version of the name**, if you cannot find the nickname, i.e. for “TOM” try “THOMAS” or for “BOB” try “ROBERT”, etc.
- **Typos happen**, be aware of possible errors. If you find a voter's name is spelled wrong in the Poll Pad, treat it as if it is a name change. (*Discussed on page. 33*)

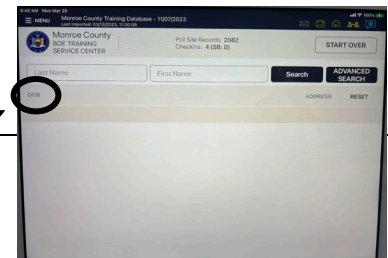
Poll Pads: Advanced Search

If you did not find a voter in the Poll Pad after doing a basic search, you should try an advanced search.

You can do an advanced search using the voter's DOB (date of birth) or address

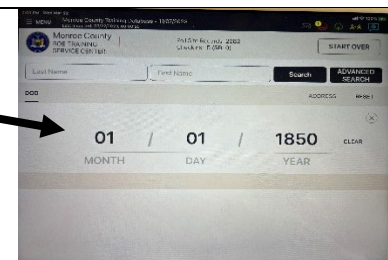
- 1 Clear the search boxes (otherwise your advanced search will still get no results)
 - Click the small grey x in each search box to clear the box

- 2 Press the “Advanced Search” button
 - The “Advanced Search” button is located on the far right side of the screen



- 3 Select DOB from the list of options that appear below the search boxes
 - Click directly on the word “DOB”

- 4 Type in the voter's birthdate
 - Press the “Search” button
 - Do NOT hit the “Advanced Search” button again or it will clear everything out and you will be forced to start over
 - A list of registered voters with the entered birthday will be generated



- 5 Choose the voter's name from the list and continue to check them in normally, following the “Checking in a Voter: Basic Search” process

Poll Pad Notifications

Problem and Screen Color	Description	Action Needed
Voted (Green)	Someone has already checked in and voted on a machine under this name (this will be present if the voter is spoiling a ballot).	If the voter is not spoiling a ballot, and the voter insists they did not vote, a Site Chair must call the BOE for instructions.
Inactive (Tan)	The voter's file is not active.	Confirm the voter is at the correct polling site by using the "Election District Finder" and the voter's current address. <ul style="list-style-type: none"> • If not, direct them to the correct polling site. • If so, give them the <i>Affidavit and Court Order Voting Instructions</i>.
Voter Requested Ballot (Red)	The voter requested an absentee ballot or early voting mail in ballot and it was sent to them by the BOE. <i>(This voter can ONLY vote by affidavit ballot, they are not eligible for a court order).</i>	
ID Required (Blue)	The BOE does not have a verified ID on file. <i>(This is the only time it is permitted to ask to see a voter's ID).</i>	Ask to see one of the voter's approved IDs. If they cannot provide one, give them the <i>Affidavit and Court Order Voting Instructions</i> .
Wrong Location (Red letters on a Grey Background)	The voter is at the wrong polling site given the voter's address on file. Their name will be at the bottom of the list and greyed out, with the words " Wrong Location " all the way on the right.	Confirm voter's current address. Use the "Election District Finder" to find the voter's correct polling site for that address. Note: their current address may not match the address on file in the Poll Pad.

ID Required Procedure

If identification is required, the voter's name in the Poll Pad will be highlighted in BLUE and will read "ID REQUIRED" next to their name. According to New York State Election Law, this is the **ONLY** time you can ask a voter to provide ID.

- 1 Select the voter on the Poll Pad.
- 2 Ask the voter to provide an acceptable ID from the list.
- 3 Select the ID type provided by voter on the Poll Pad.
- 4 Verify the ID, then press "ACCEPT" and continue to check the voter in normally.

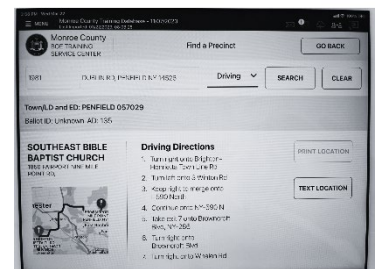
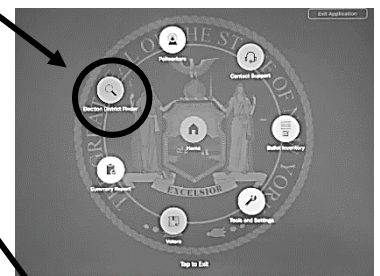
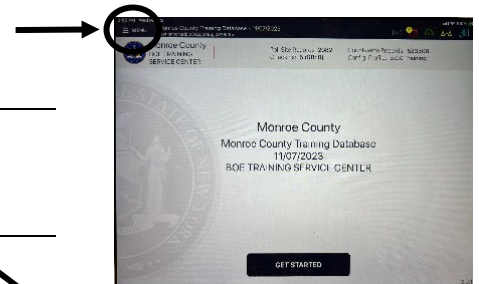
If the voter does not have a valid ID, close the voter's file and instead present the voter with the "Affidavit and Court Order Voting Instructions Form" so they may choose to vote by affidavit or court order.

The Election District Finder (or ED Finder)

- **Is used when a voter is at the “WRONG LOCATION”,** i.e. the voter’s file says “Wrong Location” in the Poll Pad. This will allow you to direct them to the correct polling site.
- **Is used when a voter in the Poll Pad has MOVED,** i.e. to make sure they are at the correct polling site for their new/current address (if not, direct them to the correct polling site instead).
- **Is used for ALL affidavits & court orders,** to confirm the voter is at the correct polling site for their current address, and to make sure the voter is given the correct affidavit ballot (or pre-printed ballot for a court order) for their election district.

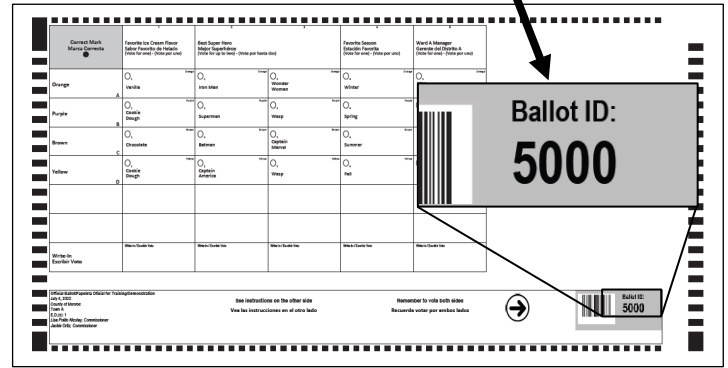
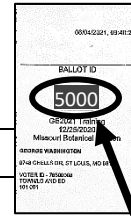
Using the Election District Finder

- 1 Press the “Menu” button in the top-left corner of the Poll Pad screen.
- 2 Press the “Election District Finder” icon.
 - The icon is a magnifying glass in a blue circle.
- 3 Type in the address number in the first box, and the start of the street name in the second box.
 - After typing a few letters, it should generate a list of choices matching the street name you started typing.
 - If the address did not pop up, hit clear & try again. If it still does not pop up on second attempt, call Poll Pad and Address Issues Helpline.
- 4 Choose the correct address from the generated list (instead of continuing to type it) and press “Search”.
 - The directions will appear on the screen along with the option to print them and/or text them to the voter.
- 5 If the voter chooses print:
 - Tear off the directions receipt and hand it to the voter.If the voter chooses text:
 - Type the voter’s cell phone number into the Poll Pad then press done.
 - The voter should immediately receive a text containing the directions.

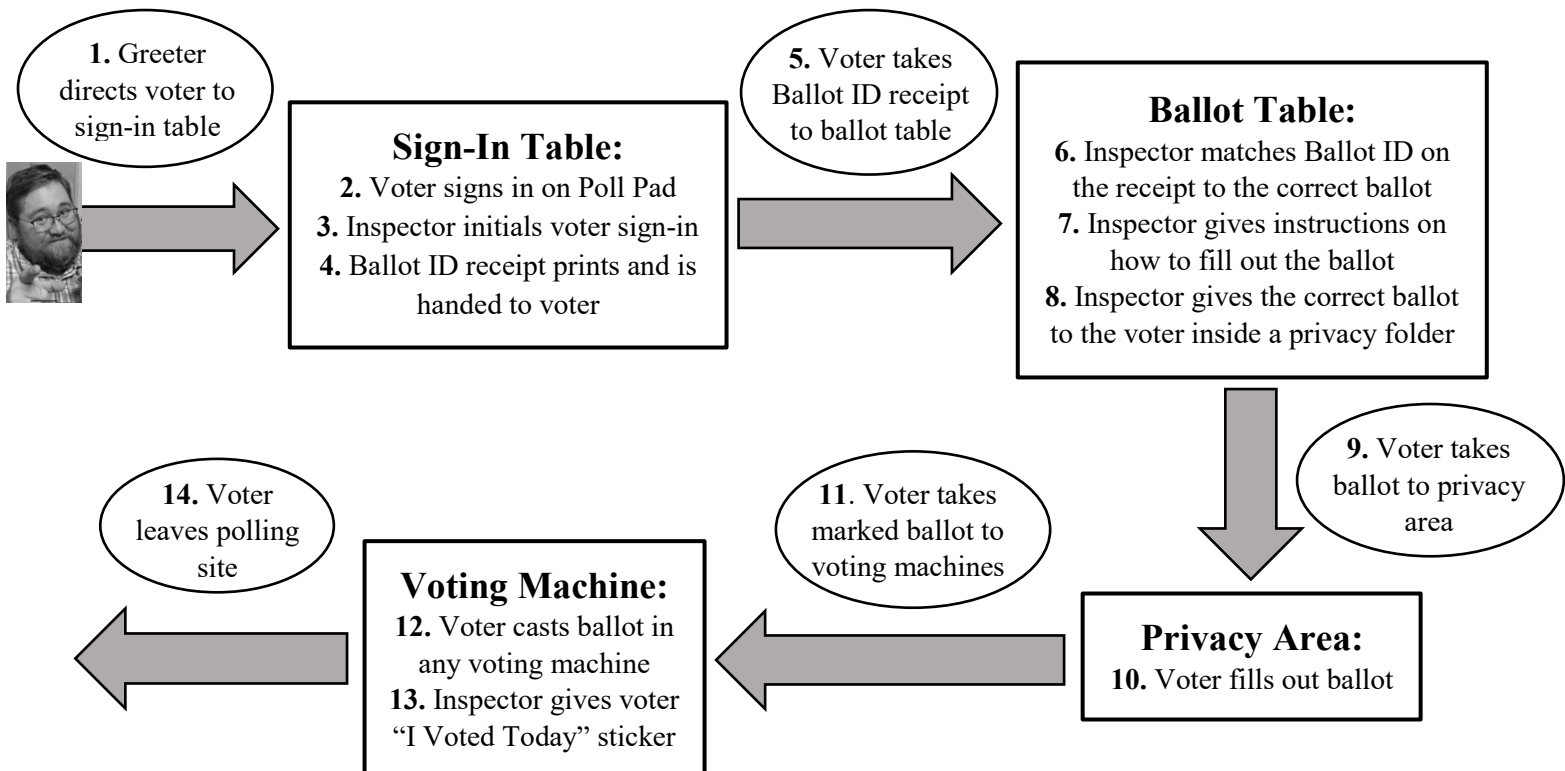


Issuing a Ballot

- 1 Once the voter has been signed in and received their Ballot ID receipt from the sign-in table, the voter will be directed to the ballot table to receive their ballot
- 2 The voter hands over the ballot ID receipt at the ballot table
- 3 Look for the Ballot ID on the receipt and find the ballot pack with the matching ID number
 - The Ballot ID is a 4 digit number located on the bottom right side of the ballot
 - At most polling sites there is more than one Ballot ID, so it is extremely important to check that the Ballot IDs match
 - If the Ballot ID on the ballot does not match the Ballot ID on the receipt, the voter will receive the incorrect ballot
- 4 Carefully tear a ballot from the correct ballot pack and show the voter both the ballot receipt and the ballot to have them confirm that the Ballot IDs match
- 5 Once they have confirmed the IDs match, give the voter a brief explanation of how to fill out the ballot, if the ballot is two sided, and any other information that may prevent voter error
- 6 Give the voter the ballot in a privacy folder
- 7 Direct the voter to the privacy area and remind them to go to the voting machine once they have completed filling out their ballot



Typical Voting Process



Challenge Report: Overview

There are several circumstances that can occur on Election Day that require further documentation when someone votes. If one of these events happens it **MUST** be recorded on the Challenge Report in the appropriate section.

- **SECTION 1:** For a voter who was found in the Poll Pad but has moved AND they still live in the SAME election district as the one in the Poll Pad, changed their name, or needs to make a correction to their voter file such as date of birth,; or if we receive notice that a voter has died.
- **SECTION 2:** For when a voter's identity or residence is in question or challenged.
- **SECTION 3:** For a voter who requires assistance marking their ballot, if a Poll Worker is asked to look at an already marked ballot, if a voter requires interpretation services, or uses the BMD.
- **SECTION 4:** For a voter who cannot be checked-in normally, has moved to a different election district from the one in the Poll Pad, is inactive, or was sent an absentee ballot and chooses to vote by affidavit ballot or acquires a court order.

FRONT

BACK

SECTION 1
NAME & SAME
ED ADDRESS
CHANGES,
CORRECTIONS,
OR NOTICES
OF DEATH

SECTION 2
CHALLENGES
TO VOTER
IDENTITY,
RESIDENCY,
OR AGE

SECTION 3
VOTER
ASSISTANCE,
INTERPRETATION,
AND BMD USAGE

CHALLENGE REPORT Board of Elections Monroe County <small>This form is to be filled out COMPLETELY by Election Workers (not the Voters)</small>																			
SECTION 1: NAME CHANGES, SAME ELECTION DISTRICT ADDRESS CHANGES, TYPO CORRECTIONS, OR NOTICES OF DEATH <small>REMEMBER TO HAVE THE VOTER FILL OUT A NEW VOTER REGISTRATION SO THE BMD CAN UPDATE THEIR VOTER INFORMATION (YES)</small>																			
1	Voter ID No.	Election District No.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Current Name</td> <td style="width: 50%;">Current Address</td> </tr> <tr> <td colspan="2" style="text-align: center;"><small>Reasons (Check all that apply)</small></td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Name Change <input type="checkbox"/> Same ID Address Change <input type="checkbox"/> Typo or Address Correction <input type="checkbox"/> Notice of Death </td> </tr> </table>	Current Name	Current Address	<small>Reasons (Check all that apply)</small>		<input type="checkbox"/> Name Change <input type="checkbox"/> Same ID Address Change <input type="checkbox"/> Typo or Address Correction <input type="checkbox"/> Notice of Death											
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Reasons for Challenge																			
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1	Voter ID No.	Voter Name	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Voter Address</td> <td style="width: 50%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><small>Reasons for Assistance (Check all that apply)</small></td> </tr> <tr> <td><input type="checkbox"/> Translation</td> <td><input type="checkbox"/> Ballot Issue</td> </tr> <tr> <td><input type="checkbox"/> Incomplete/Incorrect</td> <td><input type="checkbox"/> Missing Seal</td> </tr> <tr> <td><input type="checkbox"/> Spoiled Ballot</td> <td><input type="checkbox"/> Missing Seal</td> </tr> <tr> <td><input type="checkbox"/> Wrong Machine Type</td> <td><input type="checkbox"/> Invalidly Impacted</td> </tr> <tr> <td><input type="checkbox"/> BMD</td> <td><input type="checkbox"/> Other (Specify)</td> </tr> </table> </td> </tr> <tr> <td colspan="2">Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers (C))</td> </tr> </table>	Voter Address	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><small>Reasons for Assistance (Check all that apply)</small></td> </tr> <tr> <td><input type="checkbox"/> Translation</td> <td><input type="checkbox"/> Ballot Issue</td> </tr> <tr> <td><input type="checkbox"/> Incomplete/Incorrect</td> <td><input type="checkbox"/> Missing Seal</td> </tr> <tr> <td><input type="checkbox"/> Spoiled Ballot</td> <td><input type="checkbox"/> Missing Seal</td> </tr> <tr> <td><input type="checkbox"/> Wrong Machine Type</td> <td><input type="checkbox"/> Invalidly Impacted</td> </tr> <tr> <td><input type="checkbox"/> BMD</td> <td><input type="checkbox"/> Other (Specify)</td> </tr> </table>	<small>Reasons for Assistance (Check all that apply)</small>		<input type="checkbox"/> Translation	<input type="checkbox"/> Ballot Issue	<input type="checkbox"/> Incomplete/Incorrect	<input type="checkbox"/> Missing Seal	<input type="checkbox"/> Spoiled Ballot	<input type="checkbox"/> Missing Seal	<input type="checkbox"/> Wrong Machine Type	<input type="checkbox"/> Invalidly Impacted	<input type="checkbox"/> BMD	<input type="checkbox"/> Other (Specify)	Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers (C))	
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SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS																			
1	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Ballot ID No.	Voter Name																
2	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Ballot ID No.	Voter Name																
3	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Ballot ID No.	Voter Name																
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9	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Ballot ID No.	Voter Name																
10	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Ballot ID No.	Voter Name																

SECTION 4
AFFIDAVIT
BALLOTS OR
COURT
ORDERS

**OATH, FINAL
TALLIES, &
SIGNATURES**

We, the undersigned Election Inspectors, do hereby certify that we have completed this Challenge Report. We attest that it contains the list of Persons with Name and Address Changes, the list of Person(s) Challenged, the list of Voters who Voted either by Affidavit Ballot or Court Order, the list of Voters who needed Assistance, as well as those two Person(s) who rendered that Assistance. All respective persons were administered the required Oath. All entries are a true and accurate record of our proceedings on this Election Day.

Total Numbers on this Challenge Report (If None for any Section, Cross off the Section and write "0"):

SECTION 1: CHANGES/CORRECTIONS _____ SECTION 2: VOTER CHALLENGES _____

SECTION 3: ASSISTANCE/TRANSLATION _____ SECTION 4: AFFIDAVITS/COURT ORDERS _____

Inspector Signature (S) _____ Inspector Signature (R) _____

Site Chair Signature (S) _____ Site Chair Signature (R) _____

Challenge Report: Section 1

Name Changes, Same Election District Address Changes, Corrections, or Notices of Death

- If the voter is registered, but their address has changed, use the ‘ED Finder’ to confirm the polling site and election district have not changed
- The voter must fill out a **new Voter Registration Form**
 - Ensure it is placed in the red bag once complete
- Have the voter sign on the Poll Pad, using the **new** name if it has changed
 - The voter may now vote on the machines as normal
- **For any typos in the voter’s date of birth**, follow the above steps and record the DOB change in the “Changed/Previous Information” field
- If *Notice of Death*, skip the above steps and record “Deceased” in the “Changed/Previous Information” field

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 1: NAME CHANGES, SAME ELECTION DISTRICT ADDRESS CHANGES, TYPO CORRECTIONS, OR NOTICES OF DEATH				
(REMEMBER TO HAVE THE VOTER FILL OUT A NEW VOTER REGISTRATION SO THE BOE CAN UPDATE THEIR VOTER INFORMATION)				
1	Current Name		Current Address	Reasons(s) [Check All that Apply] <input type="checkbox"/> Name Change <input type="checkbox"/> Same ED Address Change <input type="checkbox"/> Typo or Birthday Correction <input type="checkbox"/> Notice of Death
	Voter ID No.	Election District No.	Changed/Previous Information	
2	Current Name		Current Address	Reasons(s) [Check All that Apply] <input type="checkbox"/> Name Change <input type="checkbox"/> Same ED Address Change <input type="checkbox"/> Typo or Birthday Correction <input type="checkbox"/> Notice of Death
	Voter ID No.	Election District No.	Changed/Previous Information	

Challenge Report: Section 2

Voter Challenges

A Site Chair should be called over any time a voter is challenged

Voter qualifications can be challenged on the basis of identity, residency, or being under 18 by a Poll Worker, Poll Watcher, or any registered voter who is properly voting at that poll site.

When a voter is challenged, a bipartisan team of Poll Workers (including at least one Site Chair) shall administer a preliminary oath. **You MUST call the Board of Elections, (585) 753-1599 to assist you with this process, and refer to the Site Chair Manual for the oaths.**

➤ **Record ALL Voter Challenges in Section 2 on the Challenge Report**

SECTION 2: CHALLENGES TO VOTER IDENTITY, RESIDENCE, OR AGE				
1	Voter Name		Voter Address	
	Voter ID No.	Election District No.	Name of Challenger	Reason for Challenge
2	Voter Name		Voter Address	
	Voter ID No.	Election District No.	Name of Challenger	Reason for Challenge

Challenge Report: Section 3

Assisting a Voter, BMD Usage, and Interpreting

WHAT IS ASSISTANCE? A good rule to follow: If a Poll Worker must see or handle a **marked** ballot, or if the voter requires help filling it out in any way *(otherwise it's just considered explaining or interpreting)*

WHEN ASSISTANCE IS GIVEN BY POLL WORKERS:

- **If asked**, a bipartisan team (one Democrat and one Republican), may assist the voter
- Both Poll Workers **MUST** agree on all action taken
- Poll Workers **MUST** keep the voter's choices confidential
- Both Poll Workers must record their name in the field and check box stating you are a Poll Worker



WHEN ASSISTANCE GIVEN BY ANOTHER PERSON, CHOSEN BY THE VOTER:

- The person assisting must take the *Oath for Person(s) Assisting Voter*
- Must **NOT** be the voter's employer or union representative (you may ask)
- The person assisting must keep the voter's choices confidential
- A voter may still request to have the Bilingual Inspector interpret for them

REMEMBER:

- A voter may ask for assistance at any point during the voting process
- If a voter appears to be confused or you feel they may benefit from assistance, you may ask them: *"Do you require assistance?"*
- If the voter answers "Yes", determine what type of assistance the voter wishes to receive and help them following proper procedures
- If a voter chooses to vote using the BMD, it must be recorded on the Challenge Report

BILINGUAL INSPECTORS & INTERPRETING:

- A Bilingual Inspector interprets between the voter and other Poll Workers, or simply explains information to voters in Spanish
- Bilingual Inspectors do not "declare" to work for a political party on Election Day, so they cannot be part of a bipartisan team
- Interpreting must ALWAYS be recorded on the Challenge Report, even if the voter did not require assistance from a bipartisan team to fill out their ballot

Record ALL assistance, BMD usage, and interpreting in Section 3 of the Challenge Report

➔

SECTION 3: VOTER ASSISTANCE, BMD, OR TRANSLATION																	
1	Voter ID No. Election District No. Name of Person(s) Providing Assistance and Relation to Voter (or check box if Poll Workers <input type="checkbox"/>)	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Voter Name</td> <td style="border: none;">Voter Address</td> <td style="border: none;">Reason(s) for Assistance (Check All that Apply):</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Translation</td> <td style="border: none;"><input type="checkbox"/> New Voter</td> <td style="border: none;"><input type="checkbox"/> Instruction/Explanation</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Spoiled Ballot Help</td> <td style="border: none;"><input type="checkbox"/> Reading Assist</td> <td style="border: none;"><input type="checkbox"/> Visually Impaired</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Voting Machine Help</td> <td style="border: none;"><input type="checkbox"/> Other - Explain</td> <td style="border: none;"><input type="checkbox"/> BMD</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Disability Explain Below (Optional)</td> <td colspan="2" style="border: none;"></td> </tr> </table>	Voter Name	Voter Address	Reason(s) for Assistance (Check All that Apply):	<input type="checkbox"/> Translation	<input type="checkbox"/> New Voter	<input type="checkbox"/> Instruction/Explanation	<input type="checkbox"/> Spoiled Ballot Help	<input type="checkbox"/> Reading Assist	<input type="checkbox"/> Visually Impaired	<input type="checkbox"/> Voting Machine Help	<input type="checkbox"/> Other - Explain	<input type="checkbox"/> BMD	<input type="checkbox"/> Disability Explain Below (Optional)		
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<input type="checkbox"/> Translation	<input type="checkbox"/> New Voter	<input type="checkbox"/> Instruction/Explanation															
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<input type="checkbox"/> Disability Explain Below (Optional)																	

Challenge Report: Section 4

Affidavits or Court Orders

If any voter cannot be signed in normally, hand them the *Affidavit and Court Order Voting Instructions* so they can choose if they wish to vote by affidavit ballot or get a court order (do NOT assume they will just want an affidavit ballot)

IF VOTER CHOOSES AFFIDAVIT BALLOT:

An affidavit ballot can be issued without calling the BOE if:

- A voter is marked as “*INACTIVE*” AND the voter is at the correct polling site for their current residence
- A voter is marked as “*VOTER REQUESTED BALLOT*” but still wants to vote in person
- A voter is in the Poll Pad, registered in Monroe County but has moved to a new election district AND the voter is at the correct polling site for their NEW residence
- A voter is in the Poll Pad, but is unable to provide proper ID when an ID is required (*NOTE: This is ONLY when it specifically says “ID REQUIRED” in the Poll Pad*)

A Site Chair must call the BOE for the proper way to proceed if:

- There is no signature on file for a voter
- The voter is in the Poll Pad, it says they have already voted, but the voter claims they did not
- A voter’s name is NOT found in the Poll Pad for ANY reason

IF VOTER CHOOSES COURT ORDER:

The voter will have to leave the polling site to obtain a court order.

- Have the voter call the appropriate number listed at the bottom of the *Affidavit and Court Order Voting Instructions*
- On the call, the voter will receive further instructions
- The chosen party will provide the voter with the proper paperwork, as well as any required legal counsel, and will get them a hearing before a judge, who will ultimately make a ruling
- The voter must then return to their correct polling site in order to vote

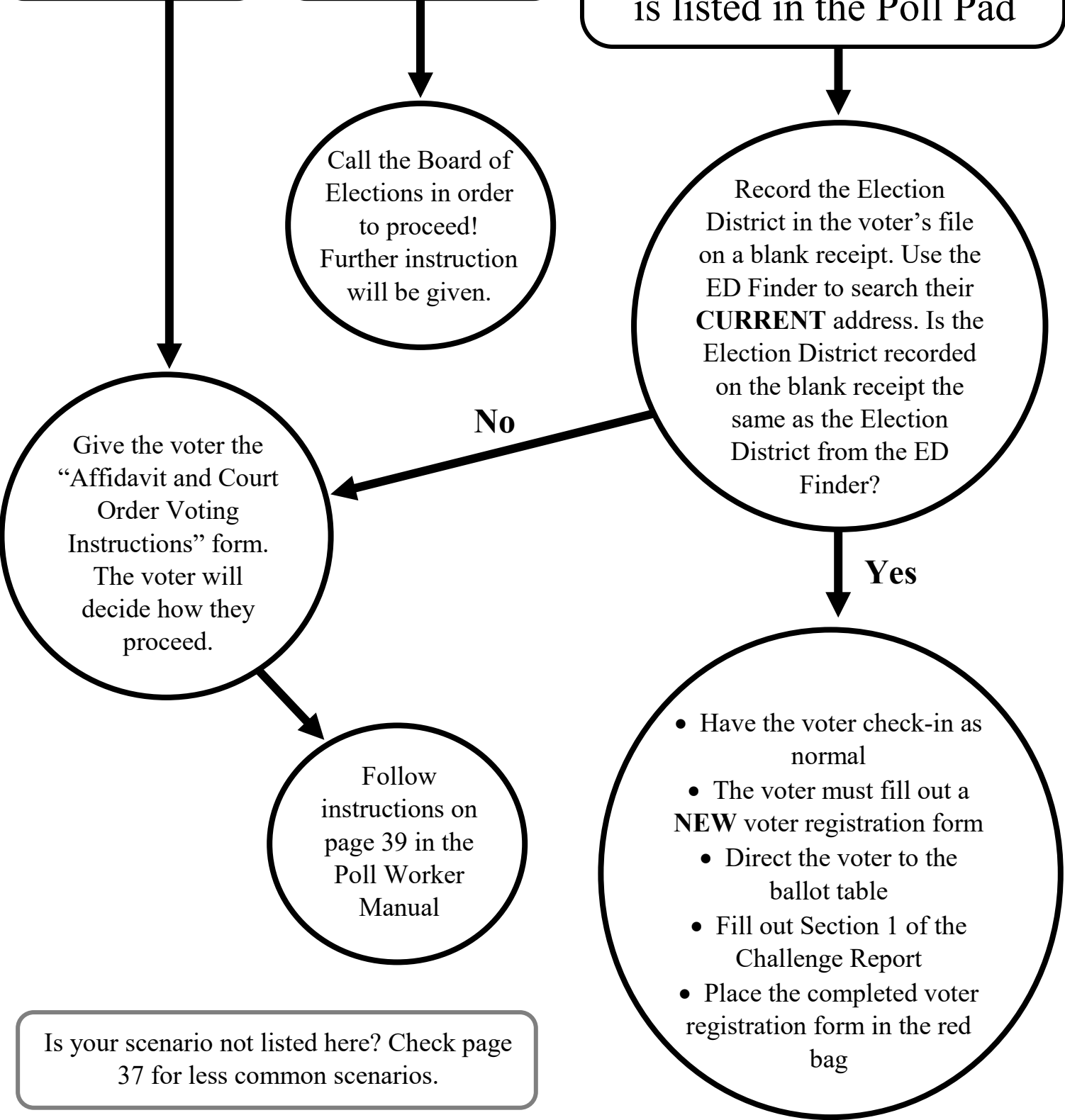
****REMEMBER: ANY voter unable to be signed in normally can ALWAYS choose to try to get a court order to vote on the voting machine instead of filling out an affidavit ballot.***

MOST COMMON SCENARIOS THAT RESULT IN AN AFFIDAVIT OR COURT ORDER

Voter is **INACTIVE**

Voter is **NOT FOUND**

Voter's current address is **DIFFERENT** than what is listed in the Poll Pad



Is your scenario not listed here? Check page 37 for less common scenarios.

Challenge Report: Section 4 (cont.)

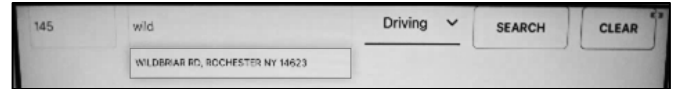
Finding the Correct Election District for an Affidavit or Court Order

- 1 Press and hold the “Feed” button on the front of the printer to print a blank receipt, then record the voter’s voter ID number and Election District number for the address on file on the blank receipt
 - The Voter ID number is a 9 digit number found under the voter’s name
 - The Election District number for their address on file is found to the right of the voter’s name

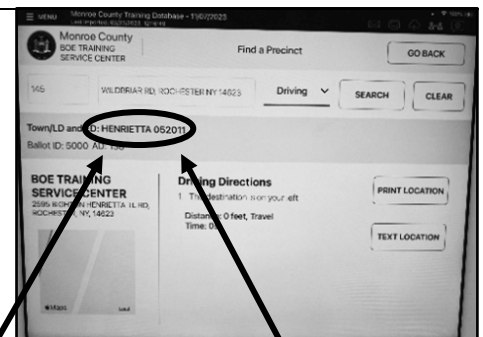
- 2 Press the “MENU” button on the top-left of the Poll Pad screen

- 3 Press the “Election District Finder” icon

- 4 Start typing the voter’s current address
 - Type the street number in the first box
 - Start typing the street name in the second box
 - A list of matching addresses should be generated

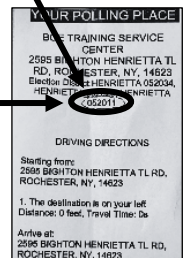


- 5 Select the correct address from the list and press “SEARCH” (You must choose the correct address instead of just typing it, otherwise it will not be able to find it)
 - Directions to the correct polling site will appear on the screen
 - If the voter is at the correct polling site it will read “Distance: 0 feet, Travel Time: 0s”
 - If not, they are at the wrong polling site (print or text them the directions to the correct one)



- 6 Print the directions receipt

- 7 Note the correct election district for the voter, located above the image of the map, and circle the election district number on the directions receipt that matches the one on the screen
 - If the Election District on the screen matches the voter’s old Election District recorded on the blank receipt, follow the procedure for Same ED Address Changes on page 35 (this voter will not need to vote by affidavit/court order)
 - The directions receipt may have more than one election district printed on it, and the correct one may not always be the first one on the directions receipt
 - Record the 3 digit Assembly District (AD) number, found underneath ED number on screen on directions
 - Record the 9 digit Voter ID number, previously recorded on the blank receipt
 - **Court Orders Only** Write CO on top of the directions receipt



- 8 Hand the directions receipt to the voter
 - Direct the voter to the correct ballot table

For steps to complete the affidavit ballot process go to page 42

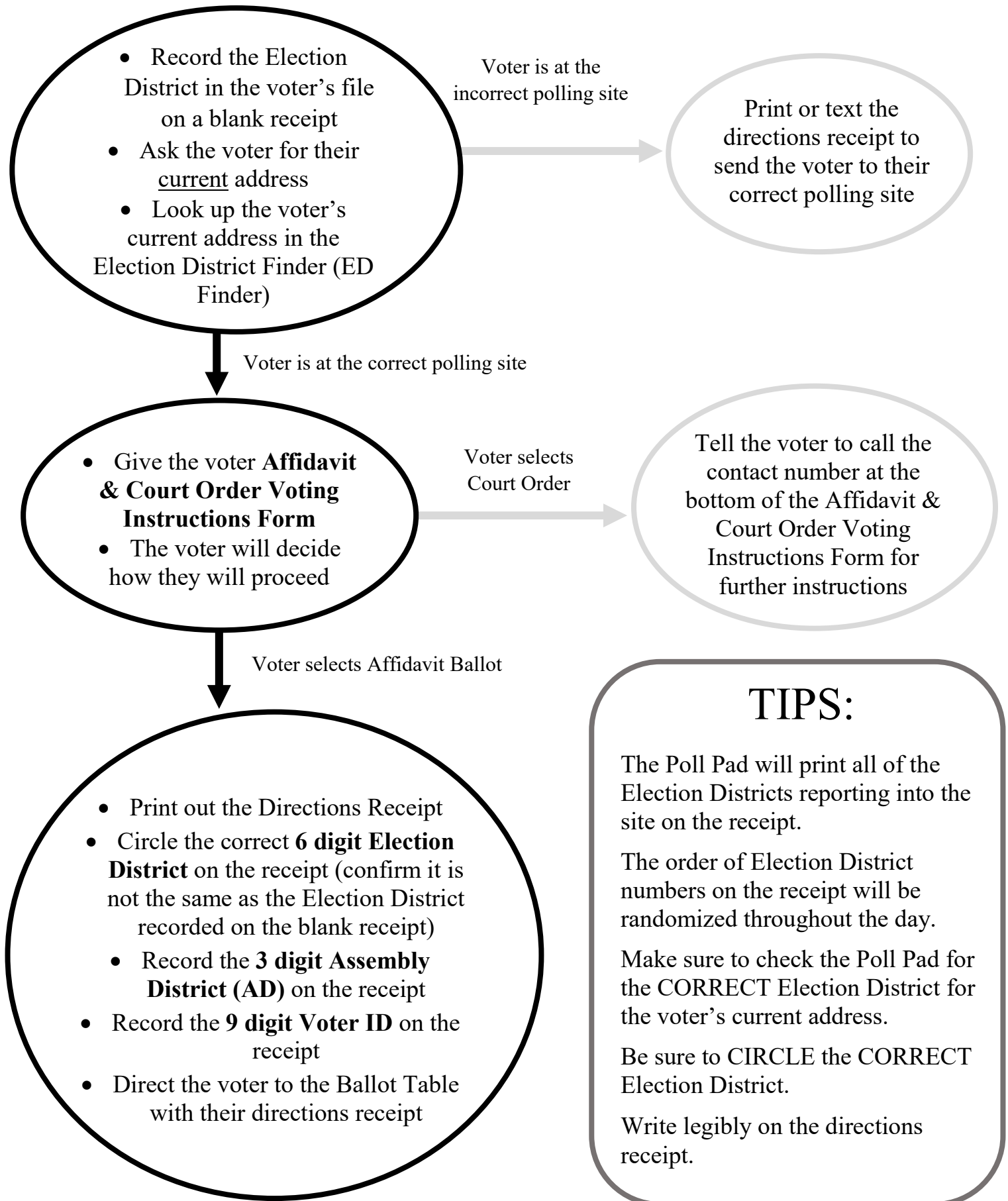
For steps to complete the court order process go to page 44

Most common affidavit ballot errors made or missed by Poll Workers:

- A standard preprinted ballot is given to the voter instead of the correct affidavit ballot
- A voter is at the WRONG polling site for their current address (*you must ALWAYS use the ED Finder to confirm the correct polling site*)
- A voter is at the right polling site, but is given the wrong affidavit ballot for their election district (*in cases of multiple districts sharing one polling site*)
- The affidavit envelope is not filled out COMPLETELY and LEGIBLY, or the voter did not sign it (*See page 43 for required information*)

AFFIDAVIT FLOWCHART

SIGN-IN TABLE



TIPS:

The Poll Pad will print all of the Election Districts reporting into the site on the receipt.

The order of Election District numbers on the receipt will be randomized throughout the day.

Make sure to check the Poll Pad for the **CORRECT** Election District for the voter's current address.

Be sure to **CIRCLE** the **CORRECT** Election District.

Write legibly on the directions receipt.

AFFIDAVIT FLOWCHART

BALLOT TABLE

- Look at the Directions Receipt and **MATCH** the circled 6 digit Election District number on the lower part of the (trifold) **Affidavit Ballot**
- Have the voter **confirm** the Election District numbers match so it is the correct ballot

- Fill out the top right portion of the **Affidavit Envelope** where it reads “COMPLETED BY POLL WORKER”
- Use the Directions Receipt to complete this portion of the envelope, but **do NOT record the time yet**
 - Give clear instructions to the voter to:
 - Fill out the affidavit ballot
 - Fill out the front of the affidavit envelope
 - Seal the affidavit ballot inside of the affidavit envelope
 - Hand the voter the affidavit ballot and affidavit envelope inside of the affidavit privacy sleeve and direct the voter to the privacy area
 - Inform them to **return to YOU** once they have finished
 - Hold on to the Directions Receipt until the voter returns from the Privacy Area

Voter votes in privacy area and returns to ballot table when finished

- Check over the entire envelope to ensure **ALL** areas are filled out properly
- Ensure the voter has **SIGNED** the envelope
- Record the **TIME** in the Poll Worker box
- Give the voter their “**I VOTED TODAY**” sticker and send them on their way

Voter leaves polling site

- Fill out **Section 4** of the Challenge Report completely by using the information from the **Affidavit Envelope** and **Directions Receipt**
- Place both the **Affidavit Envelope** and **Directions Receipt** into the **Manila Affidavit Collection Envelope**

Challenge Report: Section 4 (cont.) Finishing the Affidavit Ballot Process

Before proceeding, ensure the successful completion of steps 1-7 found on page 39

8 The voter brings the directions receipt with the correct election district circled to the ballot table

9 Match the election district number circled on the directions receipt to the correct affidavit ballot

10 Fill out the Poll Worker box on the upper right hand section of the affidavit ballot envelope

- Print Poll Worker name (your name)
- Record the town/city, Assembly District, and Election District number from the directions receipt
- For a Primary Election ONLY, circle the political party of the ballot given to the voter

11 Give instructions on filling out a ballot and affidavit ballot envelope and hand them to the voter to complete

12 The voter fills out the ballot and affidavit envelope in the privacy area

- Follow all the normal procedures for voter privacy and, if needed, assisting a voter

13 The voter seals the completed ballot inside the affidavit envelope and returns it to the ballot table

14 Confirm the voter filled in all the required information on the affidavit ballot envelope

- Record the time in the Poll Worker box
- Give the voter an “I Voted Today” sticker

15 Fill in the required information in Section 4 of the Challenge Report

16 Place the completed affidavit envelope, along with the directions receipt, into the manila Affidavit Collection envelope

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS			
1	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Stub No.	Voter Name
	Election District No.	Voter Address	
		Reason for Affidavit Ballot or Court Order: <input type="checkbox"/> Absentee Sent <input type="checkbox"/> Inactive <input type="checkbox"/> Moved to New Election District <input type="checkbox"/> ID Required – but don't present ID <input type="checkbox"/> Can't find Voter in Poll Pad (called BOE first) <input type="checkbox"/> Other:	
2	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Stub No.	Voter Name
	Election District No.	Voter Address	
		Reason for Affidavit Ballot or Court Order: <input type="checkbox"/> Absentee Sent <input type="checkbox"/> Inactive <input type="checkbox"/> Moved to New Election District <input type="checkbox"/> ID Required – but don't present ID <input type="checkbox"/> Can't find Voter in Poll Pad (called BOE first) <input type="checkbox"/> Other:	

Affidavit Ballot Envelope with Highlights and Key

REV 3/3/23



Affidavit Oath

10

A Please provide the following required information

1 → **Your name**

Last Name	Suffix
First Name	Middle Initial

2 → **The address where you live**

Address (not P.O. box)	Apt. Number
City/Town/Village	Zip code
New York State County	

3 → **Date of birth** _____ **Gender (optional)** _____

Current Party Enrollment:

B Please check each box that applies to you and fill in the appropriate blanks

4 →

I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.
(If you check this box, please ask the inspectors to check the address given above to make certain that you are at the correct poll site.)

I have moved within New York State since my last registration and have lived at the address listed above for at least 30 days before the date of the election.
My previous address was: _____

I was required to present identification when I voted today, but I did not do so.

I have not voted in this election, but the records of the Board indicate that I have already voted.

Records of the Board indicate that I have been issued an absentee ballot.

For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

C Additional information to register to vote in the event that you do not have a valid voter registration on file

5 → **Qualifications** Are you a citizen of the U.S.? Yes No If you answer No, you cannot register to vote.

A) Will you be 18 years of age or older on or before election day? Yes No

B) Are you at least 16 years of age and understand you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election? Yes No

If you answer No to both of the prior questions, you cannot register to vote.

More information

Telephone (optional) _____

Email (optional) _____

6 → **The address where you receive mail**

Address or PO Box	Apt. Number
City/Town/Village	Zip code

Skip if same as above

Voting history Have you ever voter before? Yes No What year? _____

7 → **Voting information that has changed**

Skip if this has not changed or you have not voted before

Your name was _____

Your address was _____

Your previous state or New York State County was: _____

8 → **Identification**

You must make 1 selection

New York State DMV number _____

Last four of your Social Security number x x x - x x - _____

I do not have a New York State driver's license or a Social Security number.

Political party

You must make 1 selection

Political party enrollment is optional. However, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.

I wish to enroll in a political party

Democratic party Working Families party

Republican party Other _____

Conservative party

I do not want to enroll in any political party and wish to be an independent voter

No party

D All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that

- I am a citizen of the United States
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box to the right.
- The above information is true. I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

9 → Sign _____ Date _____

For Board or Inspectors use only

COMPLETED BY POLL WORKER

If Early Voting Check this Box

Name of Poll Worker (Print): _____

Time Ballot Given: _____ AM / PM

Town/City: _____

AD/Ward: _____

Election District: _____

Party of Ballot Given (primary only, circle one):

DEM REP
CON WOR

OFFICE USE ONLY

INSPECTOR DO NOT WRITE BELOW

KEY

- 1 First and Last Name**
- 2 Address** where they live, including street number and zip code (*Double check; does it match what the voter told you? Are they at the right polling site for that ED?*)
- 3 Date of Birth**
- 4 Affidavit Reason**
- 5 Qualifications** (*citizenship and age*)
- 6 Mailing Address** (*IF different from residence*)
- 7 Previous Name or Address** (*IF they moved or had a name change since last registration*)
- 8 Identification** (*NYS ID # or last 4 of SS#*)
- 9 Signature** (*this is one of the most commonly missed things!*)
- 10 Poll Worker Box** including poll worker name, election district number (*circled on directions receipt*), and (*Primary Election ONLY*) the political party of the ballot handed to voter

Correct Party _____

Inspector Error

Commissioners' Ruling

Count: Yes No

Commissioners' Initials

Rep: Dem:

Challenge Report: Section 4 (cont.)

Collecting a Court Order

When a voter returns with a court order:

- A voter with a signed court order **MUST** be allowed to vote on the voting machines
- A court order **MUST** have the voter's name and address on it so you can confirm who is voting and what election district they should be voting in

Before proceeding, complete steps 1-7 on page 39

At an Ex Parte Term of the Supreme Court
Of the State of New York, held in the
County of Monroe, at Rochester, New York
On the ____ day of _____, 2022

PRESENT: HONORABLE _____
SUPREME COURT JUSTICE

STATE OF NEW YORK)
COUNTY OF MONROE)
SUPREME COURT) SS.:

IN THE MATTER OF THE APPLICATION OF
Petitioner,

vs.

ORDER

"MARY JONES", "JANE DOE", "SUSAN SMITH",
and "CATY BROWN"; those names being
fictitious, the true name of the
defendants being unknown to the
Petitioner; the persons intended being
the Inspectors of Election and for the
election district of the
_____ Legislative District of the Town/
City of _____
County of Monroe, and constituting the
Board of Inspectors of Election of
said election district, and the
BOARD OF ELECTION OF MONROE COUNTY

Respondents.

For an Order pursuant to X16-10B of the
New York State Election Law permitting the
Petitioner to vote.

Upon reading the annexed Petition of _____
Petitioner, sworn to this _____ day of _____, 2022 and it

8 The voter brings the directions receipt with the correct election district circled to the ballot table

9 Match the election district number circled on the directions receipt to the correct pre-printed ballot

- If the voter requests an accessible voting session, find the Ballot ID number on the correct preprinted ballot, but give the voter a blank ballot (you will need to know the correct Ballot ID to set up the accessible voting session)

10 Give instructions on filling out the ballot and give to the voter

11 The voter fills out the ballot at the privacy area

- Follow all the normal procedures for voter privacy and, if needed, assisting a voter

12 The voter casts their ballot in one of the voting machines

13 Fill in the required information in Section 4 of the Challenge Report

14 Place the court order, along with the ballot receipt, into the manila Court Order Return Envelope

Correct Mark Marca Correcta	Favorite Ice Cream Flavor Sabor FAVORITO de Helado (Vote for one) (Vote per uno)	Best Super Hero Mayor Superhéroe (Vote for up to three) (Vote por hasta dos)
Orange A	<input type="radio"/> Vanilla	<input type="radio"/> Iron Man
Purple B	<input type="radio"/> Cookie Dough	<input type="radio"/> Superman
Brown C	<input type="radio"/> Chocolate	<input type="radio"/> Batman
Yellow D	<input type="radio"/> Cookie Dough	<input type="radio"/> Captain America

Match ED number from directions receipt to ballot

Official Ballot/Papeleta Official for Training/Demonstration
County of Monroe
Election District No. _____
Date: _____
Election District Commissioner

See instructions on the back.
Vea las instrucciones en el reverso.

YEPOLLINGSPACE

Personal: Belanical Garden
1000 St. Louis, MO 63101
Election District ID: 101, 101, 101

DRIVING DIRECTIONS
Starting from: 63M State Blvd, St. Louis, MO 63110
1. The destination is on your right
Distance: 3.1 mi., Travel Time: 04
Arrive at: 63M State Blvd, St. Louis, MO 63110

BOARD OF ELECTIONS
COUNTY OF MONROE

Log. 0014, 07 LEAD 00-1
POLLING DIST. 101
00000

BLUE Bag
June 26, 2022

ENCLOSE THE
COURT ORDERS
IN THIS
ENVELOPE

_____ NUMBER OF SEALED VOTED COURT ORDER ENVELOPES

_____ DEMOCRATIC INSPECTOR

_____ REPUBLICAN INSPECTOR

This form is to be filled out COMPLETELY by Election Workers (not the Voters)

SECTION 4: AFFIDAVIT BALLOTS OR COURT ORDERS			
1	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Stub No. _____	Voter Name _____
	Election District No. _____	Voter Address _____	
2	<input type="checkbox"/> Affidavit <input type="checkbox"/> Court Order	Voter ID or Stub No. _____	Voter Name _____
	Election District No. _____	Voter Address _____	

Reason for Affidavit Ballot or Court Order:
 Absentee Sent Inactive
 Moved to New Election District
 ID Required - but don't present ID
 Can't find Voter in Poll Pad (called BOE first)
 Other: _____

Reason for Affidavit Ballot or Court Order:
 Absentee Sent Inactive
 Moved to New Election District
 ID Required - but don't present ID
 Can't find Voter in Poll Pad (called BOE first)
 Other: _____

Ballot Problems

Over Vote



Problem: The voter has voted for too many different candidates in a particular race

← OPEN

You filled in too many ovals in this many contests: 1

These votes will not count

Favorite Ice Cream Flavor
You chose 2
You are allowed 1



 

BALLOTS CAST: 11

← OPEN

Press RETURN to get your ballot back and ask an inspector for a new one.

To ignore this message and cast your ballot with votes that will not count, press CAST.

BALLOTS CAST: 11

Solution: The voter will have to spoil their current ballot and get a new ballot to select the candidate of their choice. If voter does not want to fix the ballot, they can cast it as is and that contest will not count.



Push Vote

Problem: The voter has voted for the same candidate on two or more party lines

← OPEN

YOU FILLED IN MORE THAN ONE OVAL FOR A CANDIDATE IN AT LEAST ONE CONTEST.

WHILE YOUR CANDIDATE PREFERENCE IS CLEAR, IT IS NOT CLEAR WHICH PARTY YOU PREFER. IF YOU DO NOT CHANGE YOUR BALLOT, YOUR VOTE WILL COUNT FOR THE CANDIDATE, BUT ONLY UNDER THE PARTY YOU SELECTED LISTED FIRST ON THE BALLOT.



 

BALLOTS CAST: 11

← OPEN

TO CHANGE YOUR BALLOT TO REFLECT YOUR PARTY PREFERENCE, PRESS RETURN AND ASK FOR A NEW BALLOT.

TO IGNORE THIS MESSAGE AND CAST YOUR BALLOT AS IS, PRESS CAST.

BALLOTS CAST: 11

Solution: The vote for the chosen candidate will count, but the vote will count on the highest party line. If the voter wants to have the vote count on the lower party line, the voter will have to spoil it and get a new ballot.

Blank Ballot

Problem: The voter placed the ballot into the scanner without marking it or marking it incorrectly


← OPEN

WARNING!

BLANK BALLOT DETECTED. PLEASE ENSURE YOU USED THE PROPER MARKING PEN IN THE PROPER VOTING AREAS.

TO RETURN AND CORRECT THE BALLOT PRESS 'RETURN'.

TO CAST THE BALLOT AS-IS PRESS 'CAST'.



BALLOTS CAST: 11

Solution: Ask the voter if they have filled in the ovals for their preferred candidate(s). If the voter wants to cast a blank ballot, they can cast as is. Otherwise, they should fill out the ovals following the example in the top left corner of the ballot.




Ambiguous Mark

Problem: The ballot contains incomplete marks, stray marks, or is damaged

← OPEN

WARNING!

ONE OR MORE AMBIGUOUS MARKS DETECTED ON THE BALLOT. PLEASE CORRECT ALL AMBIGUOUS MARKS AND REFEED BALLOT. FOR AFFECTED CONTESTS PRESS 'MORE'.


  

BALLOTS CAST: 11

← OPEN

4 CONTEST(S) HAVE AMBIGUOUS MARKS!
AMBIGUOUS CONTEST(S):

Favorite Ice Cream Flavor
Best Super Hero
Favorite Season
Ward A Manager



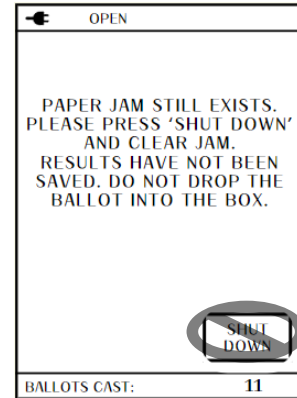
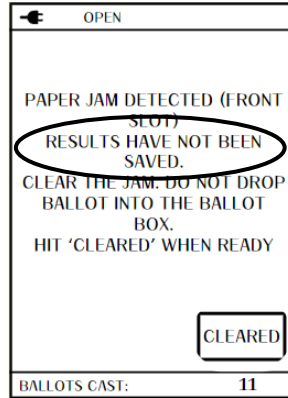
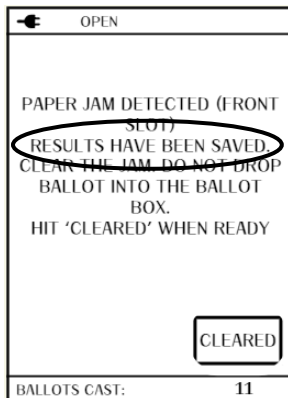
BALLOTS CAST: 11

Solution: Have the voter fill the ovals as if they are taking a standardized test like the SATs. Explain that an example is shown in the top right corner of the ballot. Ensure the voter uses the ballot markers provided in the privacy area.

Ballot Jams

If you or the voter can see the ballot in the ballot entry slot, have the voter gently pull the ballot out and press “CLEARED”

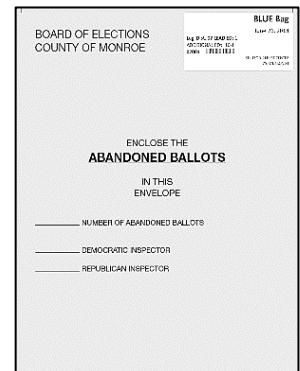
If you or the voter cannot see any part of the ballot from the entry slot, and the screen still says “PAPER JAM” you **MUST call the Board of Elections at (585) 753-1590**
DO NOT PRESS “SHUT DOWN” - **DO NOT** OPEN THE BALLOT BOX DOOR



Abandoned Ballots

A ballot that's found, marked or unmarked, but **NOT IN OR NEAR** the voting machines.

Abandoned ballots do **NOT** get cast. Instead they go in the Abandoned Ballot Collection Envelope.



If a ballot *is* found **IN OR NEAR** the voting machine, **YOU MUST** **CALL** the Board of Elections at (585) 753-1599 for instructions

Spoiled Ballots

- Only a voter can choose to spoil their ballot after it is given to them.
- A voter can spoil their ballot for any reason, but usually it is because they mismarked it in some way.
- A voter can spoil their ballot any time after it is given to them, but most occurrences happen in the privacy area or because it is rejected by the voting machine.
- Remember, when assisting a voter with a MARKED ballot, it MUST be done in a bipartisan team and recorded in Section 3 of the Challenge Report (for voter assistance).

Spoiled Ballot Procedure

1 At the sign-in table, the voter crosses off their ruined ballot by placing a large “X” across the ballot and writes “SPOILED” on it

2 The voter then folds the spoiled ballot and places it inside a small white “Spoiled Ballot Envelope” (to protect their voting privacy), then the voter seals it and give it back to the Poll Worker

3 The Poll Worker places the white “Spoiled Ballot Envelope” into the manila “Spoiled Ballot Collection Envelope”

4 Check in the voter again, the voter’s name will be highlighted in green and the word “Voted” will be present

5 Select the voter, it will say “Voter Has Been Processed” across the top of the voter’s information screen

6 Press the “Spoil Ballot” button, then have one of the Site Chairs enter the password and press “Done”

7 Choose the ballot to be spoiled (there should only be 1 choice), then choose the reason it is being spoiled (again there should only be 1 choice) and press “Spoil Ballot” at the top

- BOTH the Ballot ID and the reason selections MUST be highlighted or the “Spoil Ballot” button will not be activated

A new ballot receipt will print with the words “SPOIL DUPLICATE” and a dupe number on the top

8 Tear off the new ballot receipt and give it to the voter

- The voter can now take the new receipt to the ballot table to get a new ballot, and then cast it on the voting machine following the normal voting procedure

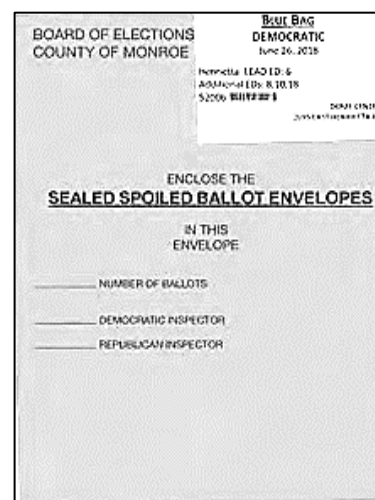
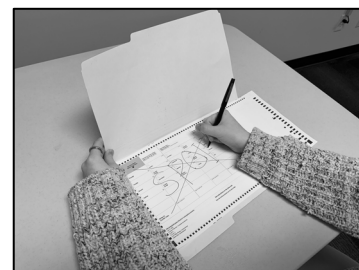
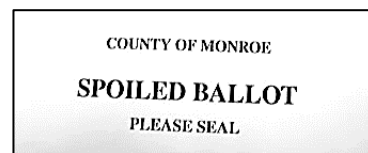
➤ A voter cannot be given more than 3 ballots total (meaning they can only spoil 2 ballots)

➤ If a voter spoils a third ballot, **THEIR VOTE WILL STILL BE COUNTED**

- They must clearly mark their choices on their current ballot using any means or marks they wish as long as their choices are clear
- The Poll Worker must call the Poll Worker helpline at (585) 753-1599 for further instructions.

➤ If a ballot is damaged before it is given to the voter, the **POLL WORKER** spoils the ballot

- This will not go through the Poll Pad and it does NOT count as one of the voter’s ballots
- This ballot can go directly in the manila Spoiled Ballot Collection Envelope, it does not need to go into a white “Spoiled Ballot Envelope”



BMD (Ballot Marking Device)

- The BMD is found on the IC-2 voting machines
- The BMD allows voters who may be unable to mark their ballot manually to still vote independently by marking their ballot electronically (however, it can be requested by ANY voter to mark their ballot)
- All usage of the BMD must be reported on Section 3 of the Challenge Report
- **Site Chairs should assist voters with the BMD and all accessible voting sessions.**

Preparing a Voter for an Accessible Voting Session

- 1 Check the voter in at the sign-in table normally so they have a ballot receipt.

- 2 Instead of directing them to the ballot table, direct them to the IC-2 voting machine.
 - They should be seated at the back of the voting machine so they can see the screen.

- 3 Remove the ATI (Audio Tactile Interface) controller from the BMD supply bag and plug it into the connection port, then plug the headphones into the bottom-right side of the ATI and hand them to the voter.
 - The voter has the option of using the “Sip & Puff” or “Paddle Buttons” to make their selections instead of the ATI, in which case plug the chosen interface into the bottom-left side of the ATI and make sure the voter is able to use the chosen interface.

- 4 Explain to the voter:
 - Instructions on how to use the ATI and BMD will appear on the screen before the voting session begins. During the instructions the voter should only press a button on the ATI once and wait several seconds for the screen to change before pressing anything else, because the interface often moves slowly.
 - They may get assistance by signaling a Poll Worker or pressing the “HELP” (green) button along the bottom of the ATI (when they press the “HELP” button, the lights on the voting machine will start alternating red, amber, and green).
 - They may request that the contrast (green button on IC-2) or zoom (yellow button on IC-2) be adjusted.
 - When the voter is done making their selections and they select “Print Ballot”, it may take up to 2 minutes to print, and the printed ballot will come out of the printer into a privacy sleeve.



Voter at BMD Screen

ATI
(Controller)



SIP & PUFF

PADDLE
BUTTONS



Buttons on IC-2:
green button is contrast
yellow button is zoom



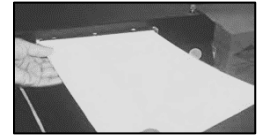
Starting a BMD Session on the IC-2

- 1 Insert a blank ballot (from the blank ballot pack) into the printer on the back of the IC-2 voting machine and attach the printer privacy screen.
- 2 Touch the security key to the security keypad. The administrative menu will be displayed.
- 3 Press “ACCESSIBLE VOTING” button (third button down on the left on the keypad).
- 4 **For multiple district polling sites** a menu will appear: “Please Enter Ballot ID for Accessible Voting Session”
 - Enter the Ballot ID from the Ballot ID receipt on the operator panel.
 - Confirm you wish to begin by pressing “YES”.
 - NOTE: If an invalid Ballot ID is entered, the operator panel will show “Invalid Ballot ID Entered.” The Ballot ID entry menu will reappear. Re-enter the correct Ballot ID.

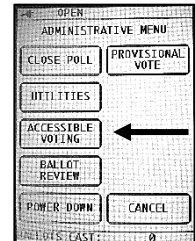
OR

For single election district polling sites a screen will appear: “Are you certain you want to start accessible voting session with Ballot ID: xxxx?” Confirm that the Ballot ID matches the Ballot ID receipt; press “YES.”

- 5 The accessible voting session will start, and instructions will appear on the screen for the voter to follow.
 - Once the voter has finished filling out their ballot and it is printed, either the voter, or if asked, the Poll Workers may insert the ballot into any voting machine’s scanner (it does NOT need to go into the IC-2 machine).



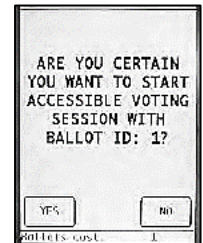
Blank Ballot being inserted into Printer



“ACCESSIBLE VOTING” button



Ballot ID Entry – for Multiple Districts



Ballot ID Confirmation Screen – for Single Districts

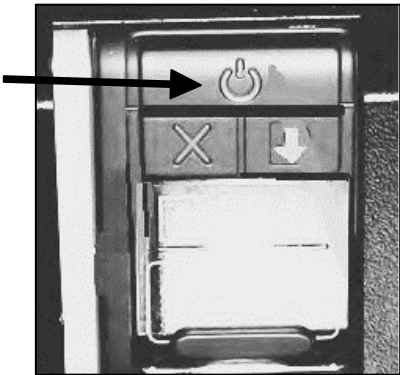
Canceling a BMD Session on the IC-2

- 1 Press the security key to the security key pad to display the administrative menu
- 2 Press “ACCESSIBLE VOTING”
 - The message “Are you certain you wish to stop the Accessible Voting Session?” will be displayed
- 3 Press “YES”
 - The accessible voting session is now canceled
- 4 Return the blank ballot
 - Press the RED button located in the middle of the underside of the printer
- 5 Spoil the blank ballot
 - Regardless of whether it has been marked or not, it cannot be reused by another voter

IC-2 Status Lights during Accessible Voting Session

Solid Red	Unit is starting up or is not operational.
Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marketing their ballot.
Flashing Amber	Voter's ballot is being printed.
Solid Amber	Voter has finished filling out their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning properly.
Alternating Red, Amber and Green	Voter has pressed the help button and is receiving help instructions.

IC-2 BMD Issues and Troubleshooting

Issue	Explanation/Solution
Security Key error	Press the security key to the keypad again.
BMD is making a beeping sound	<ol style="list-style-type: none"> 1. The voting machine is running on battery power. The beeping will stop intermittently and resume again until the unit is on AC power. 2. Make sure the power cord is plugged into an electrical outlet. 3. Make sure the electricity is not out at the power outlet.
Red light remains on	Call the Board of Elections (585) 753-1590
Monitor is not positioned correctly for voter	Firmly hold the repositioning arm and adjust monitor for the voter.
IC-2 is rolling or needs to be repositioned for voter	<ol style="list-style-type: none"> 1. Roll the voting machine into an acceptable position for the voter. 2. Press down firmly to lock each of the four wheels.
Printer is not working 	<p>If a message appears on the operator panel indicating a printer error and/ or any display of red lights appears on the printer unit:</p> <ol style="list-style-type: none"> 1. Press the top button on the printer unit (circle symbol) until the printer unit powers down. 2. Wait 30 seconds (count down backwards 30, 29, 28...). 3. Press the top button again on the printer unit (circle unit). Printer will go through start-up process. 4. Wait until end of start-up process. 5. The solid green circle (top button of printer unit) should be displayed. 6. If the top circle is not displayed, call the Board of Elections.

Closing the Poll Site: Be Prepared

Reminders:

- Any voter **in line** at 9:00 PM is on time!
- At 9:00 PM a Poll Worker may stand at the end of the line to mark the last person in line who is allowed to vote.
- While there are things that you cannot do before 9:00 PM, there are some things you *can* do to be as prepared as possible for the close of polls.
- Record as much information as possible prior to closing:
 - Record seal numbers
 - Count the ballots in envelopes
- However, **DO NOT** shut down **ANY** voting machines or Poll Pads, or open the absentee ballot dropbox prior to 9:00 pm **AND** not until after the **last voter** has completed voting and left the polling site.

Closing the Poll Site

Polls close at 9:00 PM AND once everyone who was in line at 9:00 PM has voted

- **Site Chairs assign closing tasks to all Poll Workers**
- **Take down all signs**
- **Shut down all the voting machines (following manual) and complete the *After Polls Close* form**
 - MUST be done by a bipartisan team
 - Print closing tapes; post one for public viewing and put the other in the red bag
- **Pack and seal the red bag**
- **Empty the absentee ballot drop box into the *TripLOK* bag(Site Chair Duty)**
- **Fill out and seal the *TripLOK* bag, then return in to the designated POD location**
 - Site Chairs must sign and confirm that the red bag, absentee ballots, and affidavit ballot collection envelope are sealed in the *TripLOK* bag
- **Complete ballot accountability**
 - Must be verified and signed by a bipartisan team
- **Pack Poll Pads**
- **Re-pack all election supplies and lock in ANY voting machines**
 - Do not lock ANY voting machines until ALL supplies are packed
- **Return blue bag to designated location**
 - **SITE CHAIRS** are to make certain they arrive securely at the end of the night
 - The absentee ballot dropbox does not need to be returned

Closing the Poll Site: Ballot Accountability

Ballot Accountability must be done after polls close to account for all unused ballots at the polling site.

- Closing Ballot Accountability must be done in a bipartisan team.
- Each green bag is used for a single election district, and each column on the table should be used to count the remaining ballots from a single green bag.

After Polls Close	Dist. # 052001	Dist. # 052002	Dist. # 052003	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #	Dist. #
Unused Preprinted Ballots – Unopened Packs											
Unused Preprinted Ballots – from Opened Pack											
Unused Blank Ballots											
Unused Affidavit Ballots											
TOTAL PER ED											

Signature of Inspectors – End of Day

Democratic Inspector

Republican Inspector

Ballot Accountability Form: After Polls Close Section

- For each green bag, first count and verify all the various UNUSED sealed preprinted ballot packs, which should be stored in the green bag throughout Election Day, and record the number in the correct box.
- Count the unused ballots from opened packs, found on the ballot table, and record the number in the correct box.
- Count the remaining unused blank ballots, found in the green bag, and record the number in the correct box.
- Count the remaining unused affidavit ballots, found on the ballot table, and record the number in the correct box.
 - Be cautious not to count the cover sheet, if present, during opening or closing ballot accountability.

REMEMBER: For ballot accountability during a **Primary Election**, in each box you will record ALL of that type of ballot for one green bag together (you do not have to record separate counts for each party’s ballots).

- Add all of the ballots for each column together and record the total in the row for “Total per ED”.
- Both inspectors sign at the bottom for “End of Day”.
- Put the completed *Ballot Accountability* form into the “Important Paperwork” Return Envelope.


Closing the Poll Site: After Polls Close Form

AFTER POLLS CLOSE FORM

To be completed by the Poll Workers at the close of the polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democrat and one Republican inspector after polls were closed to the public for voting:

1

Henrietta LEAD ED: 1
 ADDL EDS:
 052001 
 BOE TRAINING AND SERVICE CNTR
 2595 BRIGHTON HENRIETTA T L RD

2 Check the box for each step as you complete them (If any can't be checked, call the BOE)

- 1 Two copies of closing tape are signed by one Democratic and one Republican inspector
- 2 One copy of closing tape placed in the red bag & second copy made available for public viewing
- 3 Red memory card was removed from machine and placed in red bag
- 4 Red Bag Transmittal form was signed by both inspectors
- 5 Red bag was fully packed and sealed and placed in TripLOK bag to be transported to designated BOE POD locations
- 6 Blue memory card was removed from machine and placed in clear pouch inside of blue bag
- 7 Voting machine hood (for IC-1 ONLY) or memory compartment (for IC-2 ONLY) is sealed and secured from further voting
- 8 Placed machine keys in return envelope and placed in clear pouch inside of blue bag
- 9 Closing tape used for public viewing, retrieved and placed in clear pouch inside of blue bag

3

Voting Machine #	Total Ballots Scanned	Protective Counter #	IC-1 ONLY Replacement Hood Seal # OR IC-2 ONLY Replacement Memory Card Door Seal #	SEAL #1 Ballot Box Door Blue Sticker Seal #	IC-2 ONLY SEAL #2 Electrical Cover Red Sticker # (never remove)	IC-2 ONLY SEAL #3 BMD Printer Red Sticker # (never remove)	IC-2 ONLY SEAL #4 BMD/ATI port Blue Sticker Seal #	Blue Ballot Security Bag Seal #
4 400	5	6	7	8	9	10	11	


IC-2 VOTING MACHINE FORM ONLY:

12 Red Bag Seal # (white clip) _____ 13 TripLOK Bag # _____

DEM _____ REP _____

14 Signatures of Inspectors Closing Voting Machine


The After Polls Close form is found in the matching voting machine, each machine has its own form.

- 1 Confirm location is correct
- 2 Check boxes when instructed during "Closing the IC1/IC2 machine" process. If any boxes cannot be checked you must call the Board of Elections (585) 753-1590
- 3 The red memory card is on the right and the blue memory card is on the left in the memory card compartment of the voting machine
- 4 Confirm machine number is correct for this form
- 5 Record the total ballots scanned – it is shown on the operator screen before starting closing process, and on the top of the closing tape for each voting machine
- 6 Record the protective counter number – located at the bottom of the closing tape for each voting machine
- 7 Record the number from the white seal you will use to either seal the hood (IC-1 ONLY) or memory card compartment (IC-2 ONLY)
- 8 Record seal number for closing blue sticker seal #1 here and place the sticker on the ballot box door after it is fully packed and locked
- 9 (IC-2 ONLY) Record numbers for red sticker seals #2 & #3 – Do NOT remove red seals
- 10 (IC-2 ONLY) Record seal number from closing blue sticker seal #4 here and place the sticker over the BMD accessible voting port
- 11 Record the number from the white seal you will use to seal the blue bag
- 12 (IC-2 ONLY) Record the number from the white clip seal  that secures the red bag
- 13 (IC-2 ONLY) Record the number from the clear plastic TripLOK bag
- 14 A bipartisan team must confirm all the seal numbers and counts then sign the form

Closing the IC-2 Machine

(MUST be done by a bipartisan team)

KEY

- = Check box on form
-  = Write on form

- 1 Place the security key on the security keypad
 - This brings up the administrative menu


- 2 Press “Close Poll” button

- 3 Press “YES” when asked, “*Are You Certain*”
 - “*Poll is being closed, please wait*” will appear on the screen

- 4 Wait for 2 copies of the closing tape to print

- 5 Tear off the closing tape
 - Divide the tape into two parts at the correct place under the signature lines

- 6 Press “NO” when asked if you would like to print more copies

- 7 An inspector from each party must print and sign BOTH copies of the closing tapes
 - Place one copy in the red bag; post the other copy for public viewingRetrieve the ***After Polls Close*** form from the clear plastic machine bag
 -  Record the number of ballots scanned and protective counter number on the ***After Polls Close*** form
 - Confirm and check boxes 1 & 2 on the ***After Polls Close*** form

- 8 Press the “Power Down” button

- 9 Press “YES” when asked “*Are you Certain*”
 - “*Shutting Down...*” will appear on the screen

- 10 Unlock the ballot box door

- 11 Open the ballot box door and take out the blue bag
 - **DO NOT** touch any ballots inside of the blue bag!


- 12 Remove any ballots from the write-in diverter compartment, count them, and place the write-in ballots in the manila “Write-In” collection envelope
 - Seal the envelope, note the number of ballots on the outside, have both inspectors sign the envelope, and place it in the blue ballot bag

- 13 Turn off power by pressing power supply button until you hear the “BEEP”
 - The power supply button is underneath the write-in diverter compartmentUnplug the voting machine and the extension cord
 - Wrap the cord and place inside of the write-in diverter compartment of the voting machine

- 14 Confirm the power is OFF
 - Ensure the operator panel screen is dark and status lights next to memory card compartment are off

- 15 Cut the yellow seal on the memory card compartment

- 16 Open the memory card compartment doors using the side tabs

- 17 Eject the red memory card (by pushing the black button next to red memory card) and place it in the red bag
 - Both Poll Workers sign the *Red Bag Transmittal* form
 - Confirm and check boxes 3 & 4 on the ***After Polls Close*** form
 -  Record the red bag seal number and TripLOK bag number on the ***After Polls Close*** form
 - Confirm and check box 5 on the ***After Polls Close*** form

Closing the IC-2 Machine (cont.)

(MUST be done by a bipartisan team)

- 18 Eject the blue memory card (by pushing the black button next to blue memory card) and place it in the clear plastic zipper pouch inside of the blue bag
 - Confirm and check box 6 on the *After Polls Close* form

- 19 Close both memory card compartment doors

- 20 Seal the memory card compartment with a white security seal
 - Record seal number used on memory compartment door on the *After Polls Close* form
 - Confirm and check box 7 on the *After Polls Close* form

- 21 Pack the rest of the supplies into the voting machine
 - Including green bags, poll pads, clear plastic closing bags, privacy screens, the BMD supply bag, and any other supplies

- 22 Close and lock the ballot box door
 - **REMEMBER: Do NOT lock the voting machine doors until ALL supplies are packed**

- 23 Seal the ballot box door with a blue sticker seal
 - Record blue sticker seal number on the *After Polls Close* form for seal #1
 - Place a blue sticker seal over the BMD accessible plug-in port
 - Record blue sticker seal number on the *After Polls Close* form for seal #4
 - Record red sticker seal # 2 & 3 on the *After Polls Close* form. **Do not remove these seals**

- 24 Replace styrofoam covers, gently lay the BMD monitor flat against the styrofoam over the ballot scanner, and replace nylon cover

- 25 Unlock the wheels on the voting machine
 - This way the voting machines can be grouped together in a corner for pick up the next day

- 26 Match the voting machine keys to the correct voting machine key envelope
 - Place the voting machine key envelope in the clear zipper pouch of the matching blue bag
 - Confirm and check box 8 on the *After Polls Close* form

- 27 Take the closing tape off the wall, match it to the correct blue ballot bag, and place it in the clear zipper pouch
 - You can now zip the clear plastic zipper pouch closed
 - Confirm and check box 9 on the *After Polls Close* form


- 28 Complete the rest of the *After Polls Close* form
 - Record the seal number of the white seal you will use to seal the blue bag on the *After Polls Close* form, then both Poll Workers sign the form
 - Place the *After Polls Close* form in the “Important Paperwork” return envelope, and place that fully packed envelope in the blue bag
 - Place the rest of the collection envelopes in the blue bag


- 29 Zip the blue bag closed and seal it through the zippers with a white security seal
 - Ensure you recorded the seal number on the *After Polls Close* form and ALL paperwork and envelopes are inside BEFORE you seal the bag

Closing the IC-1 Machine

(MUST be done by a bipartisan team)

KEY

- = Check box on form
-  = Write on form

- 1 Place the security key on the security keypad
 - This brings up the administrative menu
- 2 Press “Close Poll” button
- 3 Press “YES” when asked, “*Are You Certain*”
 - “*Poll is being closed, please wait*” will appear on the screen
- 4 Wait for 2 copies of the closing tape to print
- 5 Tear off the closing tape
 - Divide the tape into two parts at the correct place under the signature lines
- 6 Press “NO” when asked if you would like to print more copies
- 7 An inspector from each party must print and sign BOTH copies of the closing tapes
 - Place one copy in the red bag; post the other copy for public viewingRetrieve the ***After Polls Close*** form from the clear plastic machine bag
 -  Record the number of ballots scanned and protective counter number on **the *After Polls Close*** form
 - Confirm and check boxes 1 & 2 on the ***After Polls Close*** form
- 8 Press the “Power Down” button
- 9 Press “YES” when asked “*Are you Certain*”
 - “*Shutting Down...*” will appear on the screen
- 10 Unlock the ballot box door
- 11 Open the ballot box door and take out the blue bag
 - **DO NOT** touch any ballots inside of the blue bag!
- 12 Remove any ballots from the write-in diverter compartment, count them, and place the write-in ballots in the manila “Write-In” collection envelope
 - Seal the envelope, note the number of ballots on the outside, have both Inspectors sign the envelope, and put it in the blue ballot bag
- 13 Unplug the voting machine and the extension cord
 - Wrap the cord and place inside of the write-in diverter compartment of the voting machine
- 14 Confirm the power is OFF
 - Ensure the operator panel screen is dark and status lights next to memory card compartment are off
- 15 Cut the yellow seal on the memory card compartment
- 16 Open the memory card compartment doors using the side tabs

Closing the IC-1 Machine (cont.)

(MUST be done by a bipartisan team)

- 17 Eject the red memory card (by pushing the black button next to red memory card) and place it in the red bag
- Both Poll Workers sign the *Red Bag Transmittal* form
- Confirm and check boxes 3, 4, & 5 on the *After Polls Close* form
-
- 18 Eject the blue memory card (by pushing the black button next to blue memory card) and place it in the clear plastic zipper pouch inside of the blue bag
- Confirm and check box 6 on the *After Polls Close* form
-
- 19 Close both memory card compartment doors
-
- 20 Pack the rest of the supplies into the voting machine
- Including green bags, poll pads, clear plastic closing bags, and any other supplies
-
- 21 Fold and lower the privacy hood and seal it with a white security seal
- Record seal number used on hood on the *After Polls Close* form
- Confirm and check box 7 on the *After Polls Close* form
-
- 22 Close and lock the ballot box door
- **REMEMBER: Do NOT lock the voting machine doors until ALL supplies are packed**
-
- 23 Seal the ballot box door with a blue sticker seal
- Record blue sticker seal number on the *After Polls Close* form for seal #1
-
- 24 Unlock the wheels on the voting machine
- This way the voting machines can be grouped together in a corner for pick up the next day
-
- 25 Match the voting machine keys to the correct voting machine key envelope
- Place the voting machine key envelope in the clear zipper pouch of the matching blue bag
- Confirm and check box 8 on the *After Polls Close* form
-
- 26 Take the closing tape off the wall and match it to the correct blue ballot bag and put it in the clear zipper pouch
- You can now zip the clear plastic zipper pouch closed
- Confirm and check box 9 on the *After Polls Close* form
-
- 27 Complete the rest of the *After Polls Close* form
- Record the seal number of the white seal you will use to seal the blue bag on the *After Polls Close* form, then both Poll Workers sign the form
- Place the *After Polls Close* form in the “Important Paperwork” return envelope
-
- 28 Zip the blue bag closed and seal it through the zippers with a white security seal
- Ensure you recorded the seal number on the *After Polls Close* form and ALL required items are inside BEFORE you seal the bag

Packing the Red Bag

- Place one copy of the closing tape from each voting machine into the red bag
 - The opening tapes should already be inside

- Place the red memory card from each voting machine in the red security bag and both inspectors sign the *Red Bag Transmittal* form

- Record the white plastic security seal number on both the *Red Bag Transmittal* form and the *After Polls Close* form for the IC-2 voting machine

- Place the *Red Bag Transmittal* form, along with any completed voter registration forms collected that day, in the red bag

- Once fully packed, zip the red bag closed and seal it with the white plastic security seal

- Place the fully packed red bag into the clear plastic *TripLOK* bag, to be returned to the designated Board of Elections POD location

Red Bag Transmittal Form

June 22, 2021
 From: STUTSON STREET CENTER
 Leg. Dist. 07-1/16-1
 To POD location: Board of Elections

To be completed at the Polling Site:
 Opening seal # removed from Red Bag: _____

(Signatures of persons who verified Red Cards placed in Red Bag)

Card #	Democrat	Republican
1		
2		

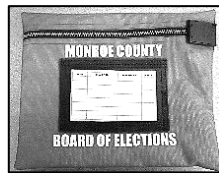
Seal # used to send Red Bag to POD location: _____

Packing the *TripLOK* Bag

The clear plastic *TripLOK* bag is used to transport three important items to the Board of Elections POD location

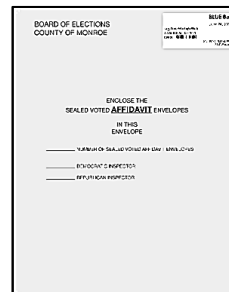
1. The Red Bag

Make sure the red bag is fully packed and sealed. Check off on sticker when complete.



2. The Affidavit Ballot Collection Envelope

The manila affidavit ballot collection envelope goes in the clear *TripLOK* bag (**NOT** the blue bag). Count the # and record on envelope.



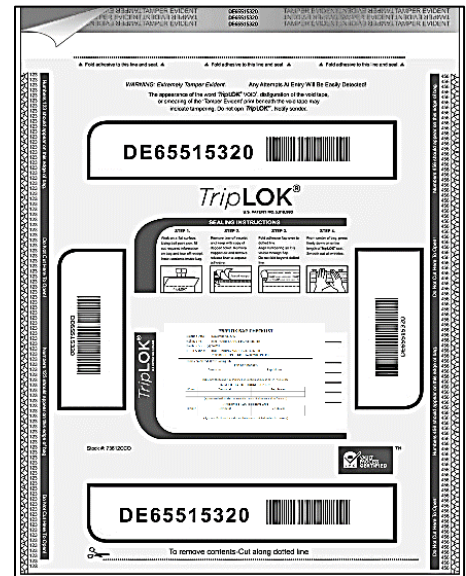
3. The Absentee Ballots from the dropbox

Absentee ballots **MUST** be returned to the Board of Elections on election night.

Both Site Chairs:

- Open the absentee dropbox
- Count the number of absentee ballots and record it on the *TripLOK* bag sticker
- Place the ballots in the *TripLOK* bag for return to BOE

Both Site Chairs must initial the *TripLOK* bag sticker, then the inspector designated by the Site Chair must return the sealed *TripLOK* bag to the designated POD location



Poll Pad Closing Procedure

1 Make sure the Poll Pad has had time to sync properly

- Make sure the “cloud” icon on the top-right corner of the Poll Pad screen is still green
- **WAIT 10 MINUTES** after the last action was taken, so it has time to sync properly



2 Open Poll Pad case

- Take the Poll Pad case from under the table and place on the table
- Confirm the number on the tag matches the one on the printer and Poll Pad you are packing up

3 Turn off the printer and unplug it

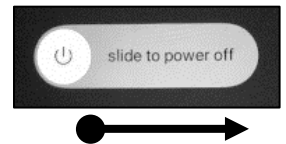
- Unplug the printer cord from the extension cord and from the back of the printer
- NOTE: Keep Poll Pad powered ON

4 Unplug the iPad and remove components

- Green Cord
- Stylus

5 Power off Poll Pad

- Press and hold the power button on the top-left side of the Poll Pad until the power slider appears on the screen
- Slide the power slider to the right to turn off the Poll Pad



6 Remove the poll pad arm from base

- Fold stand arm and place it aside for packing

7 Pack Poll Pad Case

- Poll Pad with screen facing in
- Printer
- Printer Cord
- Stand Arm
- Stylus
- Poll Pad Base
- Green Cord
- Power Adapter Cube



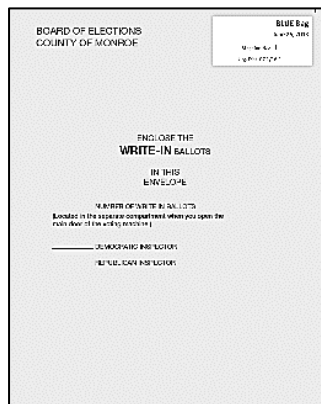
8 Pack Poll Pad case in any voting machine

- The Poll Pad case does NOT need to be sealed with a security seal, as long as it is secure and locked in a voting machine
- The Poll Pad can be packed in any machine

POLL WORKERS WILL BE HELD RESPONSIBLE FOR ANY MISSING SUPPLIES!

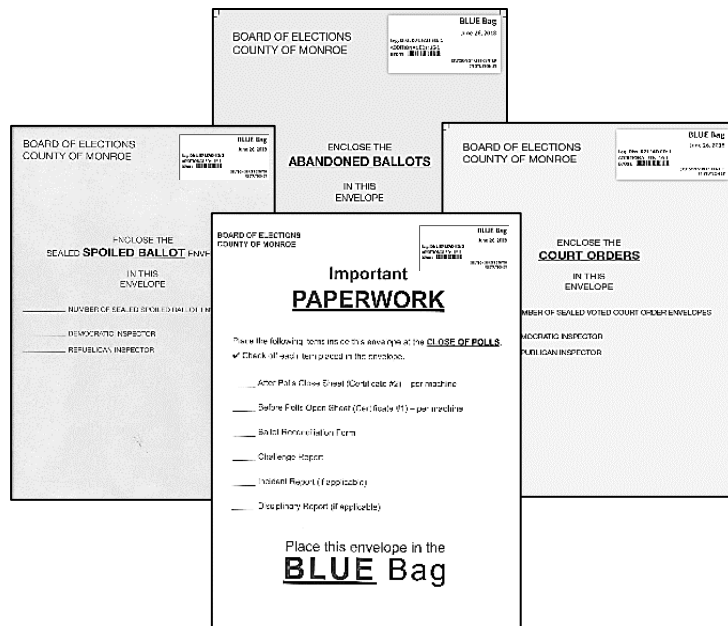
Packing the Blue Bags

Write-In Ballot Envelopes go in the main compartment of the blue bag **for the machine they were cast in**



The abandoned ballot, spoiled ballot, and court order collection envelopes go in the main compartment of the blue bag of the IC-2 voting machine along with the “Important Paperwork” envelope

***REMINDER:**
The affidavit ballot collection envelope goes in the TripLOK bag



- 1 Place the blue memory card into the clear plastic zipper pouch inside of the matching voting machine’s blue bag

- 2 Place the matching voting machine’s key return envelope into the clear plastic zipper pouch inside of the blue bag, then zip the clear pouch closed

- 3 Place one copy of the matching voting machine’s closing tape (used for public display) into the clear plastic zipper pouch inside of the blue bag

- 4 Place the completed Write-In Return Envelope inside of the main compartment of the blue bag for the voting machine they were cast in

- 5 Place all *Before Polls Open*, *After Polls Close*, and *Ballot Accountability* forms into the “Important Paperwork” collection envelope and put the fully packed envelope into the main compartment of the blue bag of the IC-2 voting machine

- 6 Place all other collection envelopes (spoiled, abandoned, and court orders) into the main compartment of the blue bag of the IC-2 voting machine

- 7 Zip the main compartment of the blue bag and seal the zipper pulls with a white plastic security seal (the number should be recorded on the *After Polls Close* form)

Packing the Green Bags

- 1 After completing ballot accountability, place the UNUSED ballots (including affidavit and blank ballots) into the green bag

- 2 Place all UNOPENED ballot packs (including affidavit and blank ballot packs) into the green bag

- 3 Zip up the green bag, place it into any one of the voting machines (wherever it fits) and lock it

Closing the Polls: Re-Packing List

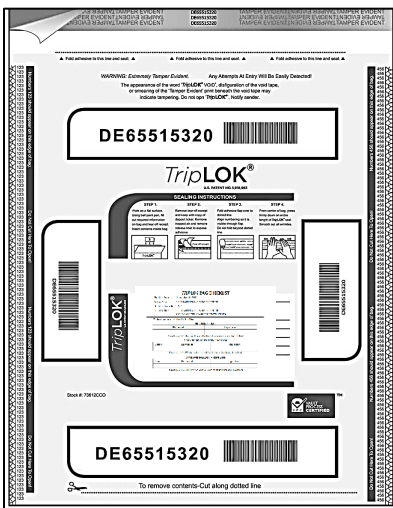
Follow the repacking list found in your supply bags – several copies are provided

It is critical to pack the bags properly in case the Board of Elections needs to find something quickly!

General Election		Monroe County	November 2, 2021
Re-Packing List at the Close of the Polls			
This list divides all supplies by Bag, and where they are packed or delivered at Close of Polls.			
Red Security Bag (Chn, 808, Towns, Designated Mail)		Site Generic Bag (Clear Plastic, Place in any Machine)	
<input type="checkbox"/> Red Bag Transmittal Form <input type="checkbox"/> RED Memory Card, (1 from each Machine) <input type="checkbox"/> Closing Tape (1 copy from each Machine) <input type="checkbox"/> Opening Tape (1 copy from each machine) <input type="checkbox"/> Filled Out Voter Registration Forms	<input type="checkbox"/> Unused/Blank Voter Registration Forms <input type="checkbox"/> Voter's Bill of Rights-English/Spanish <input type="checkbox"/> Voter's Bill of Rights-Braille English/Spanish <input type="checkbox"/> Distance Markers <input type="checkbox"/> Magnifiers (2) <input type="checkbox"/> Privacy Folders: English (20), Spanish (10) <input type="checkbox"/> Arrow Signs <input type="checkbox"/> Vote Here/Vote Aquí Signs <input type="checkbox"/> Vote Here Sign with ADA logo <input type="checkbox"/> Voting Machine Sign: Accessible <input type="checkbox"/> Social Distance Signs <input type="checkbox"/> Voting Instructions		
Absentee Ballot Drop Box (808 or Town Hall)		Site Specific Bag (Clear Plastic, Place in any Machine)	
<input type="checkbox"/> Ballots scanned through Voting Machine <input type="checkbox"/> Memory Card: BLUE (put in clear pouch) <input type="checkbox"/> Closing Tape (1 copy, put in clear pouch) <input type="checkbox"/> Any Removed Plastic Seal (put in clear pouch) <input type="checkbox"/> Machine Key Envelope (put in clear pouch) <input type="checkbox"/> Manila Write-In Ballot Collection & Return Envelope	<input type="checkbox"/> Site Specific Bag Coversheet <input type="checkbox"/> All Badge Bags, Seal Bags, and Unused Envelopes <input type="checkbox"/> Extra Inspector Manuals <input type="checkbox"/> Notice to Voters - English/Spanish <input type="checkbox"/> Oath for Assisting Voter/Suggested Valid ID <input type="checkbox"/> Sample Ballot(s) <input type="checkbox"/> Scissors <input type="checkbox"/> Welcome Sign <input type="checkbox"/> Small Bag 1 <input type="checkbox"/> I Voted Today Stickers <input type="checkbox"/> Pens <input type="checkbox"/> Tape <input type="checkbox"/> Small Bag 2 <input type="checkbox"/> Ballot Markers <input type="checkbox"/> Welcome Sign		
Blue Ballot Security Bag (808 or Town Hall)		Poll Pad, Seal Case, and Place in any Voting Machine	
<input type="checkbox"/> Main Compartment (1 per Machine) <input type="checkbox"/> Ballots scanned through Voting Machine <input type="checkbox"/> Memory Card: BLUE (put in clear pouch) <input type="checkbox"/> Closing Tape (1 copy, put in clear pouch) <input type="checkbox"/> Any Removed Plastic Seal (put in clear pouch) <input type="checkbox"/> Machine Key Envelope (put in clear pouch) <input type="checkbox"/> Manila Write-In Ballot Collection & Return Envelope	<input type="checkbox"/> Poll Pad <input type="checkbox"/> Stand Arm, Base, Tray <input type="checkbox"/> Green Power Cord & Adapter <input type="checkbox"/> Receipt Printer w/Power Cord <input type="checkbox"/> Stylus		
Main Compartment (1 per Site, Place in IC-2 Blue Bag)		BMD Equipment Bag (Put back in IC-2 Voting Machine)	
<input type="checkbox"/> Important Paperwork Manila Return Envelope <input type="checkbox"/> Before the Polls Open Forms (All) <input type="checkbox"/> After the Polls Closed Forms (All) <input type="checkbox"/> Ballot Reconciliation Form <input type="checkbox"/> Challenge Reports (All) <input type="checkbox"/> Incident Reports (if app) <input type="checkbox"/> Disciplinary Reports (if app) <input type="checkbox"/> Supply Bag Opening/Re-Packing List <input type="checkbox"/> Manila Collections & Return Envelopes <input type="checkbox"/> Abandoned Ballot <input type="checkbox"/> Court Order <input type="checkbox"/> Spoiled Ballot <input type="checkbox"/> Unscannable Emergency Ballot	<input type="checkbox"/> AT 1 (Controller) with Cord <input type="checkbox"/> Headphones (with Unused Disposable Covers) <input type="checkbox"/> Paddles (Left and Right) <input type="checkbox"/> Sip and Puff Device (with Unused Disposable Straws) <input type="checkbox"/> Rubber Gloves		
Side Compartment (1 per Site, Place in IC-2 Blue Bag)		Miscellaneous Items (Place in any Machine)	
<input type="checkbox"/> Manila Affidavit Ballot Collection & Return Envelope <input type="checkbox"/> Facility Keys (if app)	<input type="checkbox"/> Masks, Gloves, Hand Sanitizer, Wipes		
Green Ballot Bag (Place in any Machine)			
<input type="checkbox"/> Unused Ballots - Printed <input type="checkbox"/> Unused Ballots - Blank <input type="checkbox"/> Unused Ballots - Affidavit <input type="checkbox"/> Unused Affidavit Ballot Envelopes <input type="checkbox"/> Manila Ballot Receipts Collection & Return Envelope <input type="checkbox"/> Ballot ID Signs and chart <input type="checkbox"/> Poll Site Diagram/Survey			

Once complete, pack this list into one of the **green bags** which will go in the voting machine

Closing the Polls: Returning Bags



The clear plastic *TripLOK* bag must be returned by a Poll Worker* (designated by the Site Chair on Election Day) to the POD location, listed on the *TripLOK* bag, who can go home, If Site Chair drops off bag, they must return to the polling site to help complete closing procedures.

The *TripLOK* bag must contain 3 items:

- 1) Red Bag (with memory cards and voting machine tapes inside)
- 2) Absentee Ballots from the drop box
- 3) Affidavit Ballot manila collection envelope

The **BLUE BAGS** must be returned by the other Site Chair (designated by the BOE before Election Day) – but it is the responsibility of **BOTH** Site Chairs to make sure all the blue bags are returned properly to their designated location.

Remember: Leave the empty absentee ballot dropbox at the polling site.

If the blue bags cannot all fit in the designated Site Chair's vehicle, the other Site Chair (and/or Coordinator) must also be willing and available to help get them back!



Incident Reporting

Always have caution, be alert, and ready to monitor situations at the site. In the event of any incident, injury, accident or any situation where someone has been hurt, in or around the polling site, a **Site Chair MUST call and report the incident to the Monroe County Board of Elections as soon as possible.**



(585) 753-1599

If you have witnessed any incident, please assist the Site Chairs in documenting as much information as possible in writing using an Incident Report (*which can be found in the back of the Site Chair and Coordinator Manual*).

Emergency Procedures

In cases of:

- Power Failure
- Flood
- Gas Leak
- Fire/Fire Drill
- Medical Emergency
- Other Unforeseen Emergency

One Site Chair should call the BOE (585) 753-1599 for instructions and assistance (The other should call 911 in cases of immediate danger)

Do NOT turn off or unplug the voting machines or Poll Pads!!!

If you are required to leave your poll site due to an emergency, take the following items with you to a safe location – but **ONLY** if you are **SAFELY** able to do so,

Use a green bag to pack:

- Pre-printed ballot packs, along with unused affidavit and blank ballots
- Any manila ballot and receipt collection envelopes
- Voting machine keys

If **SAFE TO DO SO**, the Site Chairs should also note the “Ballots Cast” on each voting machine (the number is located on the bottom-right of the control panel screen).

The voting machine keys and any green bags that leave the site in this way should stay with the Site Chairs until it is safe to return to the poll site.

